



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



GOVERNANCE BOARD MEETING MINUTES

April 11, 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, 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 present.

Attendance: Allen Douglas, Grayland resident, Jo Bearden, Westport resident, Steven Curry, President, SBRFF Foundation, Dave Bell, EMT, Local 3689 President.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Under Consent Agenda—7b. Payroll is \$94,044.59. Under Consent Agenda 7c. Voucher total is \$72,635.50.

Under Unfinished Business-#14-Approval of Primary Resolution 2019-05 and General Resolution 2019-06.

Under New Business-#15-Approval of Surplus (Actually should be Small Works Roster not Surplus) Resolution 2019-04.

A motion was made by Bob Parnell to approve the April 11, 2019 Agenda with the above noted modifications. Motion seconded by David McLellan. Motion carried.

Announcements, Proclamations, Presentations: None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of minutes from March 14, 2019 and Special Meeting Minutes from April 3, 2019:** A motion was made by Bob Parnell to approve the minutes from the March 4, 2019 meeting with the correction on Page 1 that the motion was seconded by Dave McLellan not Dave Bell and to include Special Meeting Minutes from April 3, 2019 as written. Motion seconded by Dave McLellan. Motion carried.
- b. **Approval of payroll 04-01-2019 through 04-30-19 totaling \$94,044.59:** A motion was made by Dave McLellan to approve payroll from 04-01-19 through 04-30-19 totaling \$94,044.59. Motion seconded by Bob Parnell. Motion carried.

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c. Approval of Voucher 2019-129 through Voucher 2019-168 totaling \$72,635.50:

Bob Parnell made a motion to approve Voucher 2019-129 through Voucher 2019-168 totaling \$72,635.50. Motion seconded by Dave McLellan. Motion carried.

SIGNING OF VOUCHERS:

Board Members signed the vouchers as approved above.

BOARD COMMITTEE REPORTS:

Bob Parnell, Committee Chair, noted that there is no further information to report.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: Bob noted his thanks to the administration for the recent purchase of the two new trucks.

Commissioner District Two Tom Bearden: Tom noted that he would like the board to consider going out to bond for the purpose of purchasing new apparatus. Added by Tom was that he would like discussion soon as to immediate needs, when and how to pay for such items and also determining a time line.

Commissioner District Three David McLellan: No report.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: No report.

CHIEF'S REPORT:

Chief Benn reported:

Chief distributed to the board members a "doo dads" list for their reference. The list can be easily read and details ages of vehicles and provides a time line when future replacements will need to be done.

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) **Approval of commissioner time cards:**- Sam Schlegel made a motion to approve the time cards as presented. Motion seconded by Tom Bearden. Motion carried.
- b) **Phone Poll Report of vehicle purchases:** Noted by the board was that a phone poll had been taken in regard to the purchase of the 2 surplus trucks. This should be reflected in the minutes as the cost was under the amount that had been approved for 1 truck.
- c) **Primary Resolution 2019-05:** Discussion in regard to the upcoming election took place. It should be noted that Brian Snure has advised that we need to advertise for pro and con committee appointments. We have been advised that a notice should be published at our main office, on our website and in the local paper. (an option but not required) Bob Parnell made a motion that we advertise on the RFA website, office door and the South Beach Bulletin. Motion seconded by David McLellan. Motion carried.
A motion was then made by Tom Bearden to approve Resolution 2019-05 as written. Motion seconded by Bob Parnell. Motion carried.
- d) **General Resolution 2019-06:** A motion was made by David McLellan to approve Resolution 2019-06 as written. Motion seconded by Tom Bearden. Motion carried.

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NEW BUSINESS:

Chief Benn presented Resolution 2019-04 that pertains to the use of a Small Works Roster provided through MRSC. Chief Brown has researched the capabilities of MRSC, and they will meet our needs in regard to small works. Tom Bearden made a motion to approve 2019-04 as written. Motion seconded by Bob Parnell. Motion carried. It should be noted that the agenda had Resolution 2019-04 listed as a Surplus Resolution. This was an error by Secretary McNett.

Tom Bearden stated that he would like to have a meeting regarding apparatus replacements. Chief stated he would like to take the board members on a “field trip” to see what apparatus we currently have at each station. It was decided that a workshop/field trip would be held on Tuesday, May 14th. Board members will meet at the Westport Fire Station at 2:00 PM on Tuesday, May 14th.

EXECUTIVE SESSION FOR 30 MINUTES PER RCW 42.30.110(1)(h) for the purpose of discussing Mr. Snure advisement. Action may or may not be taken. Time: 5:40 PM

BACK IN SESSION AT 6:10 PM—request by Chairman for an additional 15 minutes.

BACK IN SESSION AT 6:25 PM—request by Chairman for an additional 5 minutes.

BACK IN SESSION AT 6:30 PM.

Sam Schlegel made a motion to pay the invoice submitted by Bob Parnell regarding lawyer fees. Motion seconded by Bob Parnell. Dave McLellan, Sam Schlegel, Bob Parnell and Fred Schroeder voted yes. Tom Bearden voted no. Motion carried.

FUTURE MEETINGS

The next scheduled board meeting is Thursday, May 9, 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, May 9, 2019. The field trip/tour hosted by Chief Benn and Brown will begin on Tuesday, May 14th at 2:00 PM at the Westport Fire Station.

ADJOURN

A motion was then made by Bob Parnell to adjourn the meeting at 6:34 PM. Motion seconded by Sam Schlegel. Motion carried.