



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



GOVERNANCE BOARD MEETING MINUTES June 13, 2019

.....

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

Attendance: Allen Douglas, Grayland resident, Rick Wilcox, Tokeland resident

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Under Consent Agenda—7b. Payroll is \$92,408.70. Under Consent Agenda 7c. Voucher total is \$130,881.61.

Announcements, Proclamations, Presentations: Chief Benn noted that Rick Wilcox would be a presenter.

Public Comments:

None.

Consent Agenda:

- a. **Approval of minutes from May 9, 2019:** A motion was made by Bob Parnell to approve the minutes from the May 9, 2019 meeting as presented. Motion seconded by Sam Schlegel. Motion carried.
- b. **Approval of payroll 06-01-2019 through 06-30-19 totaling \$92,408.70:** A motion was made by Dave McLellan to approve payroll from 06-01-19 through 06-30-19 totaling \$92,408.70. Motion seconded by Tom Bearden. Motion carried.

SIGNING OF VOUCHERS:

Board Members signed the vouchers as approved above.

BOARD COMMITTEE REPORTS:

Chief Benn commented that the committee hadn't met yet. Bob questioned were we going to consider combining 2018 and 2019 billings for services, since we didn't have any current information. Chief Benn stated that the committee should schedule a meeting to discuss further and advise the board next month. The consensus was that a meeting should be held Tuesday, June 18th at 1:00 PM at the SBRFA office.

PAGE 2-JUNE 9, 2019 BOARD MEETING MINUTES:

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: Bob Parnell questioned if anything had been done regarding advertising for our upcoming ballot measure. Chief Brown stated that there will be discussion regarding the Political Action Committee (PAC) under New Business.

Commissioner District Two Tom Bearden: No report.

Commissioner District Three David McLellan: Dave McLellan stated he had attended a recent conference and was given tips on how to communicate with the public and how to deal with the legislature. He has the information if anyone would like to review it.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Sam Schlegel questioned if the department charges for practice burns as there had been a recent burn in the Grayland area. Chief Benn stated there isn't a charge. Sam wondered if signs were needed for "smoke over the road". Chief stated he didn't feel signs were needed. Clean Air had given prior approval to the burn.

CHIEF'S REPORT:

Chief stated that Diane McNett was absent from the meeting as she has been nominated for a position on the WCIF board, the agency that provides medical coverage for the staff. Teresa stated that Diane had contacted her, and she had been appointed.

Chief Benn stated a letter had been received that the Ocosta area has been re rated to a 9A rather than a 7 that it previously was. At this time, we do not know if the boundaries will change or if it will reclassify the area that is 5 miles from the Westport station. Chief added that we have until July 5th to come up with a plan to justify that we have 6 volunteers from the area or 2 full time employees at the Ocosta station. Bob questioned what the difference would be for a residential owner. Chief Benn stated he was unsure; it could possibly be \$20 a month or in that neighborhood. Companies determine what the cost is. Bob questioned if Chief Benn could provide the grading process to him for his understanding; Chief stated yes. It is an easy fix with the rating bureau if we can meet new specifications per their request. Questioned by Tom Bearden was whether Ocean Spray might be of some assistance in achieving the requests to maintain a lower rating. Fred stated they have been helpful over the years by being a viable water source. Discussion followed with no conclusions.

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 timecards:**-Dave McLellan made a motion to approve the timecards as presented. Motion seconded by Sam Schlegel. Motion carried.
- b) **Revised Surplus Policy:** Chief Daryl Brown: Chief Brown stated Diane had sent out packets to the board members regarding the surplus policy. Online auction houses have been useful in providing this service and Chief Brown's recommendation is for us to do the same. Sam questioned whether any fisherman have asked for excess hose; Chief Benn stated he hasn't seen that as much lately. Bob Parnell stated in reviewing the policy presented, he would like to make a motion to table the PPG#6131 for now and to include the whole

PAGE 3-JUNE 9, 2019 BOARD MEETING MINUTES:

series (fiscal management series) and not piece meal it. Motion seconded by Sam Schlegel. Chief Benn will provide the entire fiscal management series to the board members.

NEW BUSINESS:

- a) **Communication Plan-Mr. Rick Wilcox and Chief Dennis Benn:** Chief Benn introduced Rick Wilcox and his offer of assistance to help set up communication in a disaster situation. Sam questioned whether Rick knew Isaac from Tokeland; Daryl stated he has talked to him and will provide the information to Rick for possible added information. Rick continued stating how he had received a grant for North Cove regarding the ham/radio equipment. In the commissioner's packet, a letter had been supplied listing what is currently in place for the Ocosta Fire Station, Westport Fire Station, North Cove Station, Grayland Station, Ocosta Rec Hall, and additional considerations. (see attachment #1 for complete listing) The total cost for all stations will be \$2065.35. Recently a system has been installed on all the communication sites in Pacific County that are linked to the repeater system. What is needed is trained operators and a "go box". The go boxes cost generally \$500 to assemble and would be useful in the Chief's vehicles. Rick presented several scenarios outlining the radios use and how beneficial they would be in disaster situations. Once a system is set up, training with Chief Benn and others could be held to learn how to operate all systems. Perhaps even an auxiliary so the stations could be manned and operated. Bob Parnell stated he liked the presentation and felt it was useful. Bob would like to approve the South Beach Regional Fire Authority communication plan as presented by Rick Wilcox with a \$5000 budget to get started. Sam stated he would like to see exactly what \$5000 would purchase. Rick stated the current list which should be considered is \$2065.35 which doesn't include the Ocosta Rec Hall. Rick stated he could email the Chief a total list of Phase 1, Phase 2, etc. for the commissioner's review. Bob Parnell made a motion to approve the expenditure of \$2,500 for Phase 1, which encompasses Ocosta, Westport, and Grayland Stations. Motion seconded by Dave McLellan. Motion carried. Rick will also check with Isaac from Tokeland.
- b) **Political Action Committee (PAC)-Chief Daryl Brown:** Chief Brown stated that public education will need to be addressed regarding our upcoming maintenance and operation levy. A group consisting of a board member, citizen, volunteer, admin member, and union member could be formed to inform the public. Chief Brown is looking for any ideas anyone may have and welcomes ideas. The group would be meeting soon. Bob Parnell made a motion to appoint Commissioner Dave McLellan to serve on the committee as board member. Motion seconded by Sam Schlegel. Motion carried.
- c) **Resolution 2019-08-Surplus Items: Chief Daryl Brown:** Bob Parnell made a motion to approve Resolution 2019-08, surplus items to be placed on the online website. Motion seconded by Tom Bearden. Motion carried. Sam asked where the tank was; Chief Brown stated it is at the Grayland Station and holds approximately 250 gallons. Questioned by Bob Parnell whether we had extra items on site in Ocosta that can be used for transporting patients. Chief Brown added that we have 7 extra stoke baskets in Ocosta.

GOOD OF THE ORDER:

FUTURE MEETINGS:

- a. **July 11, 2019: 4:30 PM Board for Volunteer Firefighters.**
- b. **July 11, 2019: 5:00 PM Monthly Governance Board Meeting.**

ADJOURN

A motion was then made by Sam Schlegel to adjourn the meeting at 6:39 PM. Motion seconded by David McLellan. Motion carried.