



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



## GOVERNANCE BOARD MEETING MINUTES

September 12, 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, Sam Schlegel representing Commissioner District Five. Chief Dennis Benn was present, Battalion Chief Daryl Brown present and Governance Board Secretary Teresa Hart. Absent were the following: Tom Bearden representing Commissioner District Two, Bob Parnell, Vice-chairman, representing Commissioner District One and Diane McNett, Governance Board Secretary.

Attendance: Allen Douglas, Grayland resident.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

None.

**Announcements, Proclamations, Presentations:**

**Public Comments:**

**Consent Agenda:**

- a. **Approval of minutes from August 8, 2019:** A motion was made by Sam Schlegel to approve the minutes from the August 8, 2019 meeting as presented. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 09-01-2019 through 09-30-19 totaling \$88,842.78:** A motion was made by David McLellan to approve payroll from 09-01-19 through 09-30-19 totaling \$88,842.78. Motion seconded by Sam Schlegel. Motion carried.
- c. **Approval of Vouchers:** A motion was made by David McLellan to approve Voucher 2019-338 through Voucher 2019-380 in the amount of \$65,596.04. Motion seconded by Sam Schlegel. Motion carried.

**SIGNING OF VOUCHERS:**

Board Members signed the vouchers as approved above.

**BOARD COMMITTEE REPORTS:**

Chief Benn noted that he has contacted our attorney regarding charging the City of Westport as we charge all the other entities (not paying taxes) in our area. Thoughts by the attorney is that it should be equal to all. Discussion followed regarding who pays property taxes and who doesn't. Advised by the attorney was that this could be a political battle and we should be careful how we enter this arena. Questioned by Sam was how much of a revenue we would be losing, if we don't charge the entities. Chief stated he didn't know for sure what

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the amount would be, but his recommendation was that we should charge all entities equally. Discussion continued with no decision made at this time.

**BOARD MEMBER REPORTS:**

*Commissioner District One Bob Parnell:* None.

*Commissioner District Two Tom Bearden:* None.

*Commissioner District Three David McLellan:* David wondered about putting up burn ban signs. There are several pertinent areas that would be visible to the public.

*Commissioner District Four Fred Schroeder:* No report.

*Commissioner District Five Sam Schlegel:* Sam Schlegel stated he talked to Jeff from the Johns River Tavern and he said he would allow us to put a sign on his property regarding burn bans. BC Brown stated that he is still working on getting signs put in the areas stating what area they are in.

**EXECUTIVE SESSION FOR POSSIBLE LITIGATION-ACTION MAY OR MAY NOT BE TAKEN: 10 MINUTES:**

**TIME WAS 5:35 PM.**

**BACK IN SESSION 5:35 PM: NO ACTION TAKEN.**

**EXECUTIVE SESSION FOR POSSIBLE LITIGATION-ACTION MAY OR MAY NOT BE TAKEN: TIME WAS 5:35 PM**

**BACK IN SESSION 5:39 PM:**

Sam Schlegel made a motion to settle with the City of Westport in the amount of \$22,275.22. Motion seconded by David McLellan. Motion carried. It should be noted that Tom Bearden and Bob Parnell were absent.

**CHIEF'S REPORT:**

- a. Regarding the board's discretion to demolish Chafin Hall: Chief Benn noted that our attorney Brian Snure stated that we do have the discretion to do as we wish (in regards to tearing it down) although the board should take cautionary measurements to ensure that the decision was prudent, and that the decision is defensible, not only to citizens but to the WA State Auditor's office. The process is to advertise for someone to provide an engineer stamp to state the safety of the building. Board members agreed for the Chief to move forward in seeking an engineer.
- b. District boundary signs: Chief stated he is still working with the WA State Department of Transportation and Grays Harbor and Pacific counties to get the signs installed. Signs should be completed within the next 2 weeks, stated BC Brown. Sam Schlegel made a request of the Chief to provide a letter to a citizen regarding responding to a fire at his property. Chief Benn will take care of it.
- c. Contacted Trade Winds Development: Chief has been in contact with the Trade Winds regarding firefighting access to their 15000-gallon water tank and swimming pool for fire suppression. (still in progress but seems very positive and doable)
- d. 1 new reserve style volunteer: BC Brown noted that we have one from Raymond currently going through the vetting process.
- e. Received a transit grant award: It will be used for medical equipment in the amount of \$5000 through the Grays Harbor Transit.
- f. Email server change and upgrade: Web master has updated his computer server which should improve our website performance and our email server has changed. BC Brown will work with everyone to update their email.
- g. OLD Business:
  - >Tokeland gate key has been located and resides at Station 32.
  - >Chief Brown will explore burn ban signs near RFA boundary for next fire season.



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- >Chief Brown, Commissioner Frank Porembski and Commissioner Sam Schlegel had a very positive meeting with the Shoalwater Tribe over water system questions. Hydrants from that system have been added to our computer system. We agreed to partner with Shoalwater during hydrant testing for location and training purposes. Created a water use form to report use for tracking purpose with all the water districts. Distributed volunteer literature through email to the tribe upon the request of the business manager Jesse Downs. Received a hand prepared map of addressing of the tribe.
- >Owners of the Tokeland Hotel have been contacted about volunteering and have respectfully declined due to time constraints. On 4 occasions have contacted 4 separate Tokeland families about volunteering without response. Sam stated he really advises meeting one on one for volunteer recruitment.
- >Letter in the paper thanking voters: Placed thank you on our Facebook page and a community bulletin board. The South Beach Bulletin is no longer so our main media outlets are Facebook and The Daily World.

**DEPARTMENT REPORTS:**

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. Approved was a retirement application and a claim for seven separate medical invoices was signed.

**CORRESPONDENCE:**

None.

**UNFINISHED BUSINESS:**

Approval of Commissioner timecards were presented. Sam Schlegel made a motion to approve the timecards as presented. Motion seconded by Dave McLellan. Motion carried.

**NEW BUSINESS:**

**Certified Election Results: 70.36% for Grays Harbor and 69.84% for Pacific County—all certified.**

**EXECUTIVE SESSION FOR PERSONNEL-CONTRACT ACTION MAY OR MAY NOT BE TAKEN-TIME WAS 6:30 PM FOR 15 MINUTES—BC BROWN IS EXCUSING HIMSELF FROM THE DISCUSSION:**

**6:45 PM-REQUEST FOR 15 MINUTES**

**7:00 PM-REQUEST FOR 15 MINUTES**

**7:15 PM-BACK IN SESSION-NO ACTION TAKEN STATED CHAIRMAN SCHROEDER**

**NEW BUSINESS:**

**RESOLUTION 2019-10:**

Resolution 2019-10 was reviewed as it is regarding 5 AED's that are obsolete for our use but would be suitable to the Westport Police Department for their vehicles. These are still good for an approximately 2 more years; however, they do not meet our current needs. Noted was that the resolution had stated for sale. BC Brown stated it should be changed to "surplus" instead of offered for sale.

GRAYS HARBOR COUNTY EMERGENCY sent out an email regarding a hazard mitigation grant. BC Brown is looking for the support of the board to get a prebuild grant to look at a study to put up a vertical structure. This is a grant that will pay to have a Geotech feasibility study done. The location would be the Grayland station. Potentially Chafin Hall would come down and a vertical evacuation building would be replaced if awarded this grant. Dave McLellan made a motion to pursue a hazard mitigation grant. Motion seconded by Sam Schlegel. Motion carried.

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**October 5, 2019: Emergency management having a safety and preparedness fair at the Shops at Riverside in Aberdeen. We are supplying Sparky.**

**Sam questioned if we paid Pacific County for the lease of the fire property. Yes, we did have to pay, approximately \$300 or so for a 10-year lease. Teresa stated there was no paperwork to be found to show that we had a 100-year lease, so a new agreement was written.**

**Chief Benn stated he has investigated the availability of the Levee Lumber property. Would the board entertain the thought of contacting the Bush Trust about the purchase? The board agreed that Chief Benn should pursue it.**

**Chief Benn stated he would like to contact WA State Fish and Wildlife regarding a donation of more land that surrounds the station. It would be a great training area and a tsunami zone. All board members agreed that Chief Benn should contact the appropriate parties.**

**EXECUTIVE SESSION FOR PERSONNEL WITH NO ACTION TO BE TAKEN FOR 15 MINUTES-8:00 PM:**

**BACK IN SESSION AT 8:15 PM-NO ACTION TO BE TAKEN:**

**GOOD OF THE ORDER:**

**None.**

**FUTURE MEETINGS:**

- a. October 3, 2019: 10: 00 AM-STAFFING WORKSHOP-506 N Montesano, Westport, WA 98595**
- b. October 10, 2019: 4:30 PM Board for Volunteer Firefighters.**
- c. October 10, 2019: 5:00 PM Monthly Governance Board Meeting.**

**ADJOURN**

**A motion was then made by Sam Schlegel to adjourn the meeting at 8:15 PM. Motion seconded by Dave McLellan. Motion carried.**