



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



GOVERNANCE BOARD MEETING MINUTES

October 10, 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, Bob Parnell, Vice-chairman, representing Commissioner District One. Commissioner District Five Sam Schlegel was absent. Chief Dennis Benn, Chief Daryl Brown and Governance Board Secretary Diane McNett were present. Governance Board Secretary Teresa Hart was absent.

Attendance: Allen Douglas, Grayland resident
Captain Dave Bell, President Local 3689

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Noted to the agenda was that under 7a. the minutes to be approved were from September 12, 2019. 7b. Total payroll was \$93,287.86. 7c. Approval of Voucher 2019-381 through Voucher 2019-423 in the amount of \$92,755.53.

Announcements, Proclamations, Presentations:

Public Comments:

Consent Agenda:

- a. **Approval of minutes from September 12, 2019:** A motion was made by Bob Parnell to approve the minutes from the September 12, 2019 meeting as presented. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 10-01-2019 through 10-31-19 totaling \$93,287.86:** A motion was made by David McLellan to approve payroll from 10-01-19 through 10-31-19 totaling \$93,287.86. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Vouchers:** A motion was made by David McLellan to approve Voucher 2019-381 through Voucher 2019-423 in the amount of \$92,755.53. Motion seconded by Bob Parnell. Motion carried.

SIGNING OF VOUCHERS:

Board Members signed the vouchers as approved above.

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BOARD COMMITTEE REPORTS:

Bob Parnell stated he would like to see the board follow through with letters to the entities regarding payments for receiving fire protection service. Discussion followed with Bob Parnell making a motion to be consistent with the letters regarding payment and forward invoices/contracts that are within our jurisdiction/boundaries that have not previously been billed. Motion seconded by Tom Bearden. Motion carried. The consensus was that letters would not be sent until 2020. Chief Brown stated he would do research with other fire protection districts as to how they deal with this issue.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: None.

Commissioner District Two Tom Bearden: None.

Commissioner District Three David McLellan: David questioned whether we should continue with the rental of the adjacent room that we rent from the City of Westport for \$100.00 per month. Discussion followed with Bob Parnell stating that it could be useful for commissioner records and files and would like to see us keep it. No decision was made to discontinue the rental at this time.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Absent.

CHIEF'S REPORT:

- a. One employee is out with an L&I claim.
- b. Settlement with the City of Westport, regarding the final levy payment to SBA has been set at approximately \$11,000 stated the Chief. There seems to be a difference of the amount settled as the minutes reflect \$22,275.22. This amount was noted in the September minutes. Chief Benn stated our attorney Brian Snure is drawing up the paperwork to the amount that was agreed upon between Brian Snure and the City of Westport attorney. The exact figure will be clarified.

Bob Parnell noted to the board that in our original RFA plan there were 2 committees that were to be formed. They are the Citizen Advisory Committee and the Finance Committee. Bob was wondering who had been appointed if anyone. Bob added that the chair, Fred Schroeder had thought all five of the commissioners should be on the Finance Committee. Bob felt this would be hard to achieve. No decision was made.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM.

CORRESPONDENCE:

None.

UNFINISHED BUSINESS:

- a. Approval of Commissioner timecards were presented: Tom Bearden made a motion to approve the timecards as presented. Motion seconded by Dave McLellan. Motion carried.
- b. Strategic Plan-Commissioner District #1-Bob Parnell: Bob Parnell stated that in Section 7 of the RFA plan; a strategic plan is required to be prepared. Bob gathered information from the internet and

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distributed a printed packet for the board review. It was noted that a template was available that could be easily used for our organization. Noted was the strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results and assess and adjust the organizations. Tom asked Chief Benn when he could expect to have the strategic plan completed. Chief stated he expected it to be in December. Discussion followed as to what the commissioners wanted to see in the plan. Chief Benn then presented a power point presentation for the board which highlighted what he would like to see in the strategic plan. It included the following: apparatus replacement schedule, develop community risk reduction and life safety/education program, improve external communications, comprehensive training program, increase professional development, maintain or improve current WSRB ratings, improve fire investigation, build an adequate training building, develop community outreach plan, continue building partnerships with other government entities, small equipment replacement program, and develop comprehensive emergency preparedness. This is a short listing of chapters which could include other additions as the plan develops. Tom mentioned that the changing demographics should be addressed in the plan—needs assessment. Mr. Douglass questioned if the Chief would need additional help in completing the strategic plan. Chief stated he felt he could handle it. Discussed was possibly bringing a section to the board meeting once a month for the board members review. Chief stated he would hope to have a framework done by December's meeting. It was added by Bob that if you have the information already, please add it so the plan can be in the building status.

Resolution 2019-10:

Resolution 2019-10 is a resolution declaring 3 AED's surplus and offered to the City of Westport Police Department. Motion made by Bob Parnell to approve Resolution 2019-10 as written. Motion seconded by David McLellan. Motion carried.

Levee Lumber Property-Chief Benn: MOVE TO EXECUTIVE SESSION

Ocosta DNR Property-Chief Benn: Chief noted that WA Department of Fish and Wildfire had been contacted and there was the possibility of adding more property. Chief was told that they would sell it for the assessed value---it is 200 feet in two directions. This would be a mitigation piece of property, so that it would be out of the tsunami location. The idea is that it would be perfect for a training center.

NEW BUSINESS:

Communication Facility Use Agreement: Presented to the board was the communication facility use agreement amendment from Nick Milton, Pacific County, Department of Public Works, Raymond, WA 98577. This is a continuation of the agreement for the repeater on the hill in North Cove. Motion made by David McLellan to approve the agreement as presented. Motion seconded by Tom Bearden. Motion carried.

Staffing-Chief Benn:

Based on the recent workshop it has been agreed that 2 part time positions should be created. Tom Bearden made a motion to create two positions that are part time. The positions shall be maintenance and public education to be filled immediately. Motion seconded by Dave McLellan. Questioned by Bob was what the cost of these positions was—Chief stated it is \$18,000 each. Chief Brown stated he also has job descriptions should the board want to review them. Motion carried. Chief added that he is also working on a plan for a staff vehicle to be available to those volunteers/paid employees that would like to be on call. It would be an incentive.

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EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE PURCHASE OF REAL ESTATE-ACTION MAY OR MAY NOT BE TAKEN: 15 MINUTES-RCW 42.30.110(1)(d): Time was 6:42 PM

BACK IN SESSION 7:05 PM:

A motion was made by David McLellan to proceed with purchasing the Levee Lumber property. The offer is to not exceed \$420,000. Windermere Real Estate is handling the real estate sale. Chief Daryl Brown is authorized to act on behalf of the board. Motion seconded by Tom Bearden. Motion carried.

EXECUTIVE SESSION FOR POSSIBLE LITIGATION WITH NO ACTION EXPECTED-15 MINUTES-RCW 42.30.110(1)(1)

Time was 7:10 PM for a period of 15 minutes:

Back in session at 7:24 PM-NO ACTION TAKEN.

GOOD OF THE ORDER:

None.

FUTURE MEETINGS:

- a. **November 14, 2019-4:30 PM Board for Volunteer Firefighters.**
- b. **November 14, 2019-5:00 PM Monthly Governance Board Meeting.**

ADJOURN

A motion was then made by David McLellan to adjourn the meeting at 7:26 PM. Motion seconded by Bob Parnell. Motion carried.