



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



GOVERNANCE BOARD MEETING MINUTES

November 14, 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, Bob Parnell, Vice-chairman, representing Commissioner District One, Sam Schelgel, Commissioner District Five present. 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
Margo Tackett, Westport resident
Captain Dave Bell, President Local 3689
Megan Starks, Attorney Patterson Buchanan Forbes & Leitch Inc. P.S.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Noted to the agenda was that the total payroll was \$93,123.17 and Voucher 2019-424 through Voucher 2019-470 totaling \$64,556.52.

EXECUTIVE SESSION FOR THE PURPOSE OF POSSIBLE LITIGATION WITH POSSIBLE ACTION TO BE TAKEN FOR 30 MINUTES: RCW 42.30.110(1)(1)—Megan Starks, Attorney present with board members & chiefs:

The board adjourned to executive session at 5:03 PM for 30 minutes.
Back in session at 5:33 PM—requesting an additional 15 minutes.
Back in session at 5:47 PM—No action taken by the board at this time; Ms. Starks reported that the process is underway and needed to brief the board of the forthcoming procedure.

Announcements, Proclamations, Presentations:

Michael Bruce, Hospital District Representative presented an informative summary of Grays Harbor Community Hospital; its status regarding the recent computer issues/cyber security.

Public Comments:

Consent Agenda:

- a. **Approval of minutes from October 10, 2019:** A motion was made by David McLellan to approve the minutes from the October 10, 2019 meeting as presented. Motion seconded by Bob Parnell. Motion carried.

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- b. Approval of Special Meeting Minutes from October 16, 2019:** A motion was made by Tom Bearden to approve the Special Meeting Minutes as written from October 16, 2019. Motion seconded by Dave McLellan. Motion carried.
- c. Approval of payroll 11-01-2019 through 11-30-19 totaling \$93,123.17:** A motion was made by Bob Parnell to approve payroll from 11-01-19 through 11-30-19 totaling \$93,123.17. Motion seconded by Dave McLellan. Motion carried.
- d. Approval of Vouchers:** A motion was made by David McLellan to approve Voucher 2019-424 through Voucher 2019-470 in the amount of \$64,556.52. Motion seconded by Tom Bearden. Motion carried.

SIGNING OF VOUCHERS:

Board Members signed the vouchers as approved above.

BOARD COMMITTEE REPORTS:

Chief Brown reported that he has contacted three agencies about how they deal with entities who do not pay property taxes. He is waiting for two more to contact him. It is variable based on the public partners and how they are funded. One common denominator is being equal across the board. Discussion followed with the target date for sending out letters/possibly contracts would be in January 2020. Questioned by Bob was did the chiefs want a decision as to what to do with the previous years contracts or were they just looking at going forward, possibly 2020? Yes, Chief Brown stated he would like to start fresh in 2020. More information to follow at the December meeting.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: None.

Commissioner District Two Tom Bearden: None.

Commissioner District Three David McLellan: None.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Sam questioned who would be inspecting the new building? Chief Benn stated there is going to be a feasibility study done, which is months in the future. Many questions were posed such as whether we should remodel or build new? Questions such as these will be addressed once the actual purchase has been done. Questioned was whether the RFA would move entirely out of the Westport station? Sam also stated that Frank Porembski and he would like to provide at least 3 turkey dinners to include delivery of the food. They want to remain anonymous but want the RFA to receive the credit. Chief Brown asked if they would like to partner with the Foundation? Discussion followed with no final decision as to how this project will be completed. Sam made a motion that the RFA deliver at least 3 turkey dinners for Thanksgiving to the needy. Motion seconded by Dave McLellan. Motion carried.

CHIEF'S REPORT:

- a.** An EMAC contract was distributed to the Board Chairman for his signature. A motion was made by Tom Bearden to approve an EMAC contract to deliver services out of State for wildfire firefighting. It enables us to assist in out of state firefighting. Motion seconded by Dave McLellan. Motion carried.
- b.** Chief Benn stated he would like to set a date for the 2021 Budget meeting. The date was set for Thursday, January 30, 2020 at 10:00 AM, Westport City Hall, Westport, WA 98595.

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- c. Discussion items: Our new Public Education employee has prepared a preliminary calendar of events and a job description has also been completed. Our part time Maintenance employee has also been asked to prepare a project list, 3 years with budget.
- d. Levee Lumber property purchase: Chief has asked the City about hooking up to the sewer system and has received a positive response. At this time Chief isn't certain what will happen to the existing septic tank that is on the property. A certified sewer plan will also be needed. In addition, Chief has contacted the Grays Harbor Council of Governments to seek assistance for a possible grant regarding a feasibility study. USDA loans may also be available; Vicky, who has helped the City of Westport is willing to partner and assist the fire authority in this process. The state DOT has also been contacted regarding exiting and entering the property.
Bob Parnell questioned whether there was a footprint of the property with a plan and if an Alta environmental study has been considered? Bob stated that a plan should be available in a written document. He would like to see a paper trail as to how it fits into the strategic plan for the RFA. Discussion continued with Bob recommending that the real estate company be contacted regarding what kind of survey has been done. Bob added that due diligence should be done so that the property is suitable for a fire department. The county would be a resource, finding out what is on the record of the property and seeing all disclosures. Bob recommended that the Chiefs contact other entities to obtain their findings and concerns when they sought building a fire station. Documents in writing, stating that the property is suitable for a fire department would be advisable to have on hand, stated Bob.
- e. A new BRT has been received through the Firefighter Assistance Program through the Department of Natural Resources. This truck will assist with wildfires on the beach, stated Chief Brown. Next step is the Phase 2 of the grant, which will help to obtain fire fighting equipment. Great condition and has 15,000 miles on it.
- f. New fire ratings go in effect December 1, 2019. Discussed was potentially doing an article in the newspaper. Citizens have noticed their insurance rates increasing in certain response areas. Chief Brown and Chief Benn will do further research to make sure the changes are accurate according to the letter we received.
- g. Chief Benn clarified for Sam Schlegel information Sam had received regarding Ocosta volunteers.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. One claim has been opened for a potential injury; the fire fighter has not sought medical treatment yet.

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- A draft from Chief Benn shall be presented at the December meeting.
- c. The City of Westport settlement was presented for the board chairman to sign. A motion was made by Tom Bearden to sign the agreement as written. The amount of the settlement is \$22,275.22. Motion seconded by Dave McLellan. Sam questioned the verbiage regarding District #3. Margo clarified that the money owing included the last payment of District #3's levy funds. Motion carried with Commissioners voting yes other than Bob Parnell voting nay. Diane will forward a signed copy to Margo.

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- d. **Resolution 2019-13 and Resolution 2019-14: A motion was made by Bob Parnell to approve Resolution 2019-13 and Resolution 2019-14 for the 2020 Budget Approval to be submitted to both Grays Harbor and Pacific County. Motion seconded by Dave McLellan. Motion carried.**
- e. **Sam questioned what has happened regarding the air bottles. 12 bottles were shipped to Colorado and they came back repaired and we were to ship out twelve more bottles, stated Chief Benn. Chief stated he was then informed that the company had lost their license to recertify the bottles. The company is looking to get the certification back and will advise when they are back in service. Chief is looking at other resources. Discussion followed as to costs and consideration in the budget for purchasing new bottles. No decision made at this time.**

GOOD OF THE ORDER:

None.

FUTURE MEETINGS:

December 12, 2019: 4:30 PM – Board for Volunteer Firefighter Meeting.

December 12, 2019: 5:00 PM - Monthly Board Meeting.

January 30, 2020: 10:00 AM – 2021 Budget Workshop.

ADJOURN

A motion was then made by Sam Schlegel to adjourn the meeting at 7:37 PM. Motion seconded by Bob Parnell. Motion carried.