



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



GOVERNANCE BOARD MEETING MINUTES

December 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, 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 and Governance Board Secretary Diane McNett present. Secretary Teresa Hart was absent.

Attendance: Allen Douglas, Grayland resident.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

The total payroll was included along with the voucher listing. December's payroll is \$102,010.32 along with the vouchers totaling \$75,948.96.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of minutes from November 14, 2019:** A motion was made by Bob Parnell to approve the minutes from November 14, 2019. Motion seconded by Dave McLellan. Motion carried.
- b. **Approval of payroll 12-01-2019 through 12-31-19 totaling \$102,010.32:** A motion was made by Dave McLellan to approve payroll from 12-01-19 through 12-31-19 totaling \$102,010.32. Motion seconded by Sam Schlegel. Motion carried.
- c. **Approval of Voucher 2019-471 through Voucher 2019-512 totaling \$75,948.96:** Tom Bearden made a motion to approve Voucher 2019-471 through Voucher 2019-512 in the amount of \$75,948.96. 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:

Chief Benn stated he, along with Teresa is working with the County to obtain the new assessed rates. Chief has been told that they will be available late January or early February.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: No report.

Commissioner District Two Tom Bearden: No report.

Commissioner District Three David McLellan: No report.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Sam questioned if there were any updates on the Levee building? Chief stated he would discuss that in his report. Sam requested an excuse from the board meetings for the next few months as he will be in Arizona. He will be on his wife's cell phone and would like to be counted as attending. Sam will provide the phone information.

CHIEF'S REPORT:

Chief Benn reported to the commissioners the following:

1. **Possible litigation:** An agreement has been made in the amount of \$2500 plus training and policy changes. Chief is awaiting an official letter from our attorney.
2. **Resolution 2019-15/Policy Adoption:** Chief asked Attorney Snure what would be the "best practice" for operational policy adoption and implementation. Brian suggested that the attached resolution is what most departments our size utilize. This relieves the board of the burden of "adopting" hundreds of policy revisions. This will also allow seamless administrative flow. The board members reviewed, and Tom Bearden made a motion to approve Resolution 2019-15 as written. Motion seconded by Sam Schlegel. Motion carried.
3. **Station 31 Furnace:** Station 31 furnace does not work and is not repairable. The cost is not known at this time, however Chief stated it falls under the bid limit. A motion was made by Dave McLellan to authorize the furnace purchase. Motion seconded by Tom Bearden. Motion carried.
4. **Region 3 Mutual Aid Agreement** was presented. This is an ongoing agreement and it would be in our best interest to have this approved. A motion was made by Sam Schlegel to approve the omnibus agreement as written. Motion seconded by Bob Parnell. Motion carried.
5. **Grays Harbor County** will no longer support the "voucher" system, as they have in the past. Grays Harbor will merely cut the checks. Chief stated we would most likely need to build or find a system which works in conjunction with the "BARS" coding system. This is the system which all WA State audits are based upon. BIAS software is available, and our plan is to investigate the system.
6. **Red Cross**, who we have partnered with is still supporting their smoke alarm program. In the past we have installed nearly 40 smoke alarms in the South Beach this year.
7. **Levee Lumber Up-date:** Chief has met with the City of Westport Wastewater Supervisor (Jim Atkinson) who states that he will determine maximum flow capacity of the sewer line. Presented to the board was the Level One Environmental Survey at an approximate cost of \$4280 by Berglund and Schmidt. Bob Parnell made a motion to approve the expenditure of a Level one inspection of the Levee Lumber property. Motion seconded by David McLellan. Motion carried. A meeting has also been scheduled with the DOT for December 17th to check on the highway access.
8. **2020 Awards Banquet:** It has been thought that the date should possibly be held in January due to many conflicts in December.

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9. Chief stated he would like the board to consider a "minimum resolution" stating a minimum operating reserve goal. Chief's suggestion was \$600,000. No decision was made.
10. Purchase of Life Pak: Chief stated a new life pak is needed as our current ones are expiring for servicing. The board's consensus is that they would like to see more information as to what is available for new life paks. Chief would like the board to consider the \$22,000 we received from the City of Westport for their settlement for the purchase of a new life pak. We also will be receiving a Grays Harbor Transit Grant that can go towards the purchase. Discussion followed with Sam Schlegel making a motion to approve the expenditure of a new life pak with the \$22,000 funds received and the Transit Grant money. Motion seconded by David McLellan. Vote was taken---Tom Bearden and Bob Parnell voted no. Sam and David voted yes. Chairman Fred Schroeder broke the tie, by voting yes. Motion carried.
11. Chief stated we have another BRT received from the DNR. We have also received a grant in the amount of \$25,000 that requires our match of \$12,500. The paperwork for the grant was completed December 1st. We will be working on the tank and pump.
12. We have 4 new volunteer members--2 have been vetted and 2 members are in the process.
13. We have two students registered for the EMT class. One more student is on the waiting list.
14. Chief Brown stated that one of the boundary signs has been installed in Pacific County. It is 150 feet from Mile 42, just south of Constantine.
15. Chief presented to the board a draft strategic plan for their review.
16. The EMAC agreement has been ratified, stated the Chief.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. Certification of volunteers will need to be completed in January of 2020.

CORRESPONDENCE

None.

UNFINISHED BUSINESS:

- a) **Snure's review of Commissioner Timecards:** Timecards were presented for the commissioner's review. A motion was made by Sam Schlegel to approve the timecards as presented. Motion seconded by Bob Parnell. Motion carried.
- b) Questioned by the Board was the costs of Local 3689 union requests for 2020. Chief stated it is about \$108,987.05 for the first year. It is a 3-year contract and there are steps for increases within the contract that will be taken. Bob Parnell stated it is a fair contract and he would like to make a motion that the board approve the payroll negotiations that have been presented. Motion seconded by David McLellan. Motion carried.

NEW BUSINESS:

- a) **Credit card modifications:** Noted by Secretary McNett that a motion must be made by the board to remove Art Cole as a credit card holder with 1st Security Bank. The card had been destroyed when Art was no longer employed at the RFA; however, 1st Security Bank needed a motion to show his removal and the addition of Captain Diana Fulbright. All the captains have access to their own credit card for authorized purchases. A motion was made by Sam to approve the removal of Art Cole from the South

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Beach Regional Fire Authority credit card at 1st Security Bank and to add Captain Diana Fulbright in his place. Motion seconded by Bob Parnell. Motion carried.

FUTURE MEETINGS

January 9, 2020: 4:30 PM, Board for Volunteer Firefighter Board

January 9, 2020: Monthly board meeting-5:00 PM.

January 30, 2020: Budget meeting: 10:00 AM.

ADJOURN

A motion was then made by Sam Schlegel to adjourn the meeting at 6:50 PM. Motion seconded by David McLellan. Motion carried.