



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



GOVERNANCE BOARD MEETING MINUTES

January 9, 2020

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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 by cell phone, 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
Margo Tackett, Westport resident

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

The total payroll was included along with the voucher listing. January's payroll is \$100,823.69 along with the vouchers totaling \$269,008.80.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of minutes from December 12, 2019:** A motion was made by Tom Bearden to approve the minutes from December 12, 2019. Motion seconded by Bob Parnell. Motion carried.
- b. **Approval of payroll 01-01-2020 through 01-31-2020 totaling \$100,823.69:** A motion was made by Dave McLellan to approve payroll from 01-01-2020 through 01-31-2020 totaling \$100,823.69. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Voucher 2020-001 through Voucher 2020-041 totaling \$269,008.80:** Bob Parnell made a motion to approve Voucher 2020-001 through Voucher 2020-041 in the amount of \$269,008.80. Motion seconded by Dave McLellan. 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 which will be available possibly later this month.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: No report.

Commissioner District Two Tom Bearder: No report.

Commissioner District Three David McLellan: Dave stated he would like to see the commissioners come up with a written program regarding what is allowed for commissioner's payment. The board agreed, however Chairman Schroeder stated he would like to wait until Sam Schlegel returns from March.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: No report.

CHIEF'S REPORT:

Chief Benn reported to the commissioners the following:

1. Possible litigation: Currently there are no updates-we are waiting for advisement from our attorney.
2. Station 31 Furnace: Station 31 furnace has been replaced and the project is completed.
3. Grays Harbor County will no longer support the "Voucher" system, as they have in the past. (beginning in 2021) They will no longer support the "BARS" code system which means they will no longer track or support "category expenditures". We will 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. We will be looking at the BIAS software system.
4. 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. We are planning a South Beach "Blitz" program in June of 2020.
5. Levee Lumber Up-date: Chief has met with Berglund and Schmidt, on January 3rd. It was an on site visit and there does not appear to be any problems with the property.
6. 2020 Awards Banquet: It has been thought that the date should possibly be held in January due to many conflicts in December---the date shall be January 23, 2021.
7. Chief stated he would like the board to consider a "minimum resolution" stating a minimum operating reserve goal. No decision made at this time.
8. Purchase of Life Pak: Chief Benn stated he did not have an update on the purchase of a life pak at this time.
9. 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. There has been no update yet.
10. Annexation of property in district: Chief Benn stated that Randy Rust has contacted him regarding possibly annexing property to the district that is located on the Grayland hill. It appears to be simple to achieve however there is quite a bit of paperwork involved.
11. Pacific County is switching their repeater that services us. Chief Benn stated he will need to contact Pacific County to see where this goes.
12. Grays Harbor 911 is going through a strategic plan right now. Chief Benn stated we will not purchase any new radios at this time, as we want to make sure our radios will be compatible to whatever system

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they will switch to. Chief was advised that Grays Harbor 911 will fund the purchase of the radios, which will be very helpful to us. This won't happen this year.

13. Fire Danger Sign will be installed soon in Pacific County at no cost to us.
14. Strategic Plan Draft: Additions were distributed to the commissioners. Highlights include a. Apparatus Replacement, b. Small and expensive equipment, c. Other equipment, d. Facilities Maintenance List for 2020. Chief stated a quarter will be reviewed quarterly.

DEPARTMENT REPORTS:

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

CORRESPONDENCE

None.

UNFINISHED BUSINESS:

- a) **Levee Property Purchase:** Commissioner Parnell stated he didn't realize that approval for purchase of the Levee Property had been done. He stated he wouldn't have approved the vouchers had he known it included the down payment of the property. His thoughts were that the approval was only for the feasibility study and the earnest money. Commissioner Parnell's thoughts were that there may be another site nearby that would cost less and not have such a large building on it that would potentially need to be demolished. Chairman Schroeder thought that we should have the feasibility study in hand before we make such a commitment. Discussion followed with many thoughts and questions. Noted was a piece of land near the Levee property that could possibly be bought if someone contacted the owner, stated Bob. The property is a different shape that could be beneficial for the construction of a fire station. Overall, Dave McLellan and Tom Bearden thought the decision to purchase the property had been approved. Chief Brown stated we have one week to decide until our earnest money expires. Sam questioned whether we had anyone look at the building to see if it was structurally sound to be possibly repaired. Chief Benn stated there isn't time to have an engineering study done prior to purchasing. Tom Bearden made a motion to purchase the property. Motion seconded by Dave McLellan. Sam questioned if the study had come back yet—it was noted no. Bob stated he is looking to the future too. Chief Benn wondered if the board went to the property owner of the coffee stand to see if his property is available. Tom Bearden then made a motion to withdraw his motion. Motion seconded by Dave McLellan. Motion carried---motion withdrawn. Chairman Schroeder stated this could be tabled until Wednesday of next week. Bob Parnell noted that Dale Gordon owns the property and should be contacted to see what his cost would be. Bob stated the real estate broker should be contacted. Chairman Schroeder stated that a special meeting should be scheduled---Wednesday, January 15, 2020 shall be the date at 5:00 PM. Bob Parnell made a motion to withdraw Voucher 2020-041 in the amount of \$190,982.67 from the voucher listing approved for payment. Motion seconded by Dave McLellan. Motion carried.
- b) **Union Contract:** The Local 3689 Union Contract was presented. A motion was made by Dave McLellan to approve the 2020-2023 Local 3689 Union Contract as written. Motion seconded by Bob Parnell. Motion carried.
- c) **Auditor Report:** Diane stated that the auditors have completed the recent audit of South Beach Ambulance and South Beach RFA. We need to contact Brian Snure and obtain a resolution to officially close out South Beach Ambulance Service. District 3, District 11 and Pacific County 5 audits have been

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completed. District 14 is not quite completed. Chief Brown thanked Teresa, Diane, Keith, Darin and anyone else who assisted with the audit.

NEW BUSINESS:

a) Annual Election of Chair. Tabled until March.

b) Timecard Approval of Commissioners:

Dave McLellan made a motion to approve the payment of the commissioner's timecards. Motion seconded by Bob Parnell. Motion carried.

c) Resolution 2020-001-Transfer of Funds: Sam Schlegel made a motion to approve Resolution 2020-001 as written, transferring \$365,000 from the excess levy to the expense fund. Motion seconded by Dave McLellan. Motion carried.

FUTURE MEETINGS

January 15, 2020: 5:00 PM, Special Meeting for the purpose of Purchasing the Levee Property.

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

February 13, 2020: 4:30 PM, Board for Volunteer Firefighter Board.

February 13, 2020: 5:00 PM, Governance Board Meeting.

ADJOURN

A motion was then made by Sam Schlegel to adjourn the meeting at 6:37 PM. Motion seconded by David McLellan. Motion carried.