



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



GOVERNANCE BOARD MEETING MINUTES

March 12, 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 Secretaries Diane McNett and Teresa Hart present.

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. March payroll is \$110,038.24 along with the vouchers totaling \$73,357.14. In addition, Resolution 2020-004 was added along with a covid virus report added to the Chief's report.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of minutes from February 13, 2020:** A motion was made by Bob Parnell to approve the minutes from February 13, 2020. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 03-01-2020 through 03-31-2020 totaling \$110,038.24:** A motion was made by Dave McLellan to approve payroll from 03-01-2020 through 03-31-2020 totaling \$110,038.24. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Voucher 2020-087 through Voucher 2020-124 totaling \$73,357.14:** Tom Bearden made a motion to approve Voucher 2020-087 through Voucher 2020-124 in the amount of \$73,357.14. 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 Brown stated that an email had been received from our attorney, Brian Snure that this is a common practice for fire departments to request payment for services. Based on the advisement, letters have been sent to the Port of Willapa, Port of Grays Harbor, City of Westport and the WA State Parks. The Shoalwater letter will be rewritten. Bob Parnell questioned what the fee is based on; Chief Brown stated it is for the \$1.50 fire rate with no charge for EMS. It is possible that entities can offer in kind services to satisfy their requirement.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: Bob questioned financially how the numbers for collected tax revenues are coming in at. Chief Benn stated slightly better than originally thought as figures have been received from the County. More information to follow under budget discussion.

Commissioner District Two Tom Bearden: No report.

Commissioner District Three David McLellan: David McLellan questioned if the non-union office received any cost of living increases. Teresa stated that the non-union employees are included in the COLA's.

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. **Pacific County Communications Interlocal Agreement:** Chief Benn provided the updated Pacific County Communications Interlocal Agreement which includes the SBRFA.
2. **BRT#2:** Chief Benn requested authorization to purchase a new water tank for BRT#2. Costs could be \$7000 for a 350 to 450-gallon tank. A motion was made by Tom Bearden to approve the expenditure of \$7000 for a water tank. Motion seconded by Dave McLellan. Motion carried. Tom and Dave will be able to do the installation.
3. Chief Benn noted that he would like authorization for the board to enter into fire service agreements when they become available. This is regarding the recent letters that were sent requesting the funds. Chief Benn stated the process could be expedited and then brought back to the board for their information. The consensus of the board was that they want to be advised of any changes to the original request before an agreement is approved. It was suggested that phone polls can be taken.
4. **Possible litigation-Freedom Foundation:** Provided to the board was the advisement from our Attorney Snure that he has received the notice from the Freedom Foundation.
5. **Specialized Training:** Specialized training is scheduled for April 1st to be led by Attorney Megan Starks.
6. **WSRB Press Release:** A press release was recently done recently addressing the fire ratings in our districts. Chief Benn questioned how best to notify the commissioners of these types of things. The consensus was that it be through both phone calls and emails.
7. **Levee Lumber Update:** We now own the property and the legal description has been revised to include the correct border description. Chief Benn added that the property will be used for classrooms, EVIP training and a meeting place. Discussed was the possibility of annexing the Levee property into the fire district. Questioned by Sam Schlegel was the installation of a caution light on the highway. Chief Benn stated it will be our cost.
8. **County abandoning the BARS system:** Grays Harbor County is confirming that the BARS system will be abandoned the first of 2021. We are going to obtain bids for board approval to implement in May or June.

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9. **Medic-Schooling:** Chief Benn stated that Grays Harbor County is planning on providing paramedic school locally. In the past we have financially assisted members who seek to expand their certifications. Discussion followed with a question as to how many would want to go to school. Chief stated 2, if not possibly 3. Discussion followed with Bob Parnell making a motion to authorize Chief Benn to develop a policy regarding payment and requirements for assistance to applicants of the Grays Harbor Paramedic training to be brought back to the board for approval. Motion seconded by Tom Bearden. Motion carried.
10. **Commissioner meeting room:** Chief Benn brought to discussion the consideration to dissolve the contract for the commissioner meeting room with the City of Westport. Bob Parnell stated that he was not in favor of dissolving the use of the room. This will be discussed later, when the Levee building is able to be used.
11. **EMT List:** Chief Benn and Chief Benn have created a packet to create a paramedic and EMT list. Closing date of applications is March 27 with tested scheduled for April 4th. The list shall be effective for one year.
12. **Chief Performance Evaluations:** Chief Benn asked for those to be turned in.
13. **Covid 19:** Chief Benn stated that we deal with infectious disease daily. We are taking extra steps to protect our crews. An advisement has also been posted on our website regarding precautions and recommendations regarding the recent pandemic.
14. **Commissioner trainings:** WSFCB has cancelled its scheduled meeting. Bob Parnell will need to telephone the hotel and cancel his personal room. All rooms that were reserved by Chief Brown have been cancelled. Dave McLellan noted he could not attend in June. Sam noted he will be home in a couple of weeks and will advise Chief Brown if he can attend the June conference.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. There was no business.

CORRESPONDENCE

None.

UNFINISHED BUSINESS.

Board Members reviewed timecards as presented. A motion was made by David McLellan to approve the timecards as presented. Motion seconded by Tom Bearden. Motion carried.

2021 Budget: Discussion followed with Dave McLellan making a motion to approve the 2021 budget as presented. The total is \$2,873,000 which includes an excess levy amount of \$696,000. Motion seconded by Tom Bearden. Motion carried. The excess levy paperwork will need to be prepared and delivered to Grays Harbor County prior to May 8, 2020. Attorney Snure will be contacted for preparation of the ballot resolution.

Election of Board Chairman and Vice-Chairman: This is on hold until Commissioner Schlegel arrives home from Arizona.

NEW BUSINESS:

Resolution 2020-004: Presented to the board was Resolution 2020-004 transferring money from the expense investment fund to the expense fund for payment of monthly payroll and vouchers. Tom Bearden made a motion to approve Resolution 2020-004 as written. Motion seconded by Dave McLellan. Motion carried.

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FUTURE MEETINGS:

April 9, 2020-4:30 PM-Board for Volunteer Firefighters

April 9, 2020-5:00 PM-Governance Board Meeting.

ADJOURN:

A motion was then made by Tom Bearden to adjourn the meeting at 7:30 PM. Motion seconded by Dave McLellan. Motion carried.