



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



GOVERNANCE BOARD MEETING MINUTES May 14, 2020-ZOOM Meeting: 5:00 PM

.....
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 on a Zoom platform due to the Covid 19 Pandemic and the stay at home order mandated by Governor Jay Inslee. It was noted that the Zoom information had been posted on the SBRFA website, posted at 170 West Spokane Street, Westport, WA and at 506 N Montesano Street, Westport, WA. In attendance by ZOOM were the following Board Members: Alfred Schroeder, Chairman representing Commissioner District Four, 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 Secretaries Diane McNett and Teresa Hart present by ZOOM.

Attendance: The audience and waiting room for the ZOOM meeting had no participants.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the May payroll of \$102,710.23 and the Vouchers 2012165 through 2012205 totaling \$65,357.79.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of special minutes meeting from May 1, 2020:** A motion was made by David McLellan to approve the minutes from May 1, 2020. Motion seconded by Bob Parnell. Motion carried.
- b. **Approval of payroll 05-01-2020 through 05-31-2020 totaling \$102,710.23:** A motion was made by Sam Schlegel to approve payroll from 05-01-2020 through 05-31-2020 totaling \$102,710.23. Motion seconded by Dave McLellan. Motion carried.
- c. **Approval of Voucher 2020-165 through Voucher 2020-205 totaling \$65,357.79:** Bob Parnell made a motion to approve Voucher 2020-165 through Voucher 2020-205 in the amount of \$65,357.79. Motion seconded by Sam Schlegel. Motion carried.

PAGE 2 BOARD MEETING MINUTES-MAY 2020:

SIGNING OF VOUCHERS: Approved vouchers & payroll by Chairman Schroeder & Chief Dennis Benn per Voucher Preapproval Authority, Resolution 2017-07 signed and approved October 2, 2017.

BOARD COMMITTEE REPORTS:

Chief Benn noted that we have received \$2,390 from the Port of Willapa. A meeting will be scheduled, possibly this month with the Port of Grays Harbor to discuss a tentative agreement. Additional property information will be included at that time.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: Bob Parnell thanked SBRFA and the Parks Dept. for allowed the Homeowners Association from Westport to borrow signs to reduce illegal burns.

Commissioner District Two Tom Bearder: No report.

Commissioner District Three David McLellan: No report.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Sam Schlegel noted that he mowed at the Larkin Road property. The Tokeland station needs mowing; Chief Brown noted that he would take care of that tomorrow. In addition, Chief Brown added that he is reaching out to the WA DOT regarding burn ban signs. The Shoalwater Tribe has agreed to allow that a sign is put there as well as at the Johns River Lodge, added Chief Brown. Sam would also like to see signs back at the Washaway Beach area warning about rip tides and the sand dunes.

CHIEF'S REPORT:

Chief Benn reported to the commissioners the following ACTION ITEMS:

1. The April expenses were approved by Chairman Alfred Schroeder and Chief Dennis Benn per Resolution 2017-07 signed and approved October 2, 2017. The Resolution is titled Voucher Preapproval Authority. The payroll for April 2020 was \$107,048.24 and the vouchers numbered 2020125 through 2020164 in the amount of \$68,971.43.
2. Pacific County Communications Interlocal Agreement has been presented to the board members for their review. Chief Benn has requested the board for their decision regarding the agreement. Bob Parnell made a motion to approve the Pacific County Communications Interlocal Agreement as written. Motion seconded by Sam Schlegel. Motion carried.

Chief Benn brought to DISCUSSION the following items:

1. Specialized Training: Chief noted that we have completed the training with Attorney Megan Starks on April 16th. This satisfies the WA Human Rights agreement that the fire authority had entered.
2. WSRB Rating in Ocosta: The Ocosta tender has been moved to the Levee property so that we will have response 2 miles deeper into Ocosta. This will help some residents with their fire rating and insurance rates. Flyers will also be sent out to the residents of Ocosta for volunteer recruitment.
3. Levee Lumber Update: Currently we are using the Levee Lumber building/property as a "training" area.
4. Water tank for new BRT: Chief Brown has found and purchased a water tank at surplus, which will work great on the new BRT at a cost of \$608.00. Dave McLellan brought to the board members attention that the big barn door on the north side of the building is hard to open. Due to this, Dave is asking the board to consider a 12 X 14 or 14 X 16 door. The approximate cost is \$6750, through Hung Right Doors. Discussion followed with Sam Schlegel making a motion to authorize the Chief to purchase a new door including the wiring costs, to not exceed \$7000.00. Motion seconded by Dave McLellan. Motion carried.
5. Consider Medic Schooling: Presented to the board for their approval was a "Paramedic Support Reimbursement Policy." Questioned was how long does the program generally run? Noted that it depends on the school, however it can run 8 months to 2 years of instruction and then field time. The cost for the

PAGE 3-BOARD MEETING MINUTES-MAY 2020:

program including books would be approximately \$5000.00. Chief stated that he thought that we could potentially support 3 or 4 students.

6. **Completion of the Alta survey:** The Alta survey has been completed. A copy of it has been received with the recorded number, with the verbiage changed per the GH County Auditor's request.
7. **Establishing an EMT list:** An EMT and Paramedic list is being compiled. We have received 7 or 8 applicants; however, testing cannot be completed until the covid restrictions have been lifted.
8. **Stimulus Cares Act:** To date the fire authority has received \$19,000 from the Federal CARES Act. We have had 2 or 3 covid positive patients and have guidelines in place for the crew. Upon entering the station, we have a temperature check in, along with masks and gloves.
9. **Chief Performance Evaluation:** Chief Benn stated he has received one evaluation and is waiting on the rest. It was noted that Chief Benn does not have a contract.
10. **Budget Discussion:** Chief Benn noted that he has contacted Brian Snure and we are able to submit two proposals in August for the November ballot should we decide to submit a different budget amount rather than the same as in the primary election. Chief presented a power point presentation removing approximately \$371,260 from the excess levy request. Discussion followed with Chief Benn noting that we have a life pak that will not be serviceable soon. The cost is approximately \$30,000 to purchase a new life pak, while a refurbished one is \$17,000. There is a contract available with payment terms. Chief's thought is that we should try and purchase the life pak within this year's budget instead of our 2021 budget. Also, to be considered would be the purchase of the Bias software system within the 2020 budget. This would give us enough time to be accustomed to the reporting process before Grays Harbor County is no longer providing the service in January of 2021. Bob Parnell requested that the power point presentation be printed and sent for further review. All board members concurred that this would be helpful in making any changes to the November ballot. A decision was tabled at this time.
11. **Partner with State Parks:** The chiefs are pursuing a partnership with State Parks to put signage in various locations for the summer. This would address where campfires are allowed and when and where the burn bans are.
12. **Transmission issues with Aid Unit:** The aid unit transmission recently gave out in Olympia after a transport was done. The cost to repair is approximately \$4,500 with a lifetime guarantee.
13. **Ladder truck did not pass certification:** Basically, the ladder truck is no longer usable. It is 31 years old and unable to be certified. We had established the year 2026 as the replacement time frame, however we need replacing it now due to our certification. There are used trucks available stated Chief Benn and he will begin the process of looking for one.

Bob Parnell made a motion to purchase the Bias Software system as presented in the Order Form Number: 00000531-\$6,633.00. Motion seconded by Dave McLellan. Motion carried

Bob Parnell made a motion to purchase a new Life Pak to not exceed \$30,000 and to authorize the Chief to complete contract financing. Motion seconded by Dave McLellan. Motion carried.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. Presented by Diane McNett for approval was Keith Roman's retirement papers. Retirement was approved by the local board.

CORRESPONDENCE

None.

PAGE 4-BOARD MEETING MINUTES-MAY 2020:

UNFINISHED BUSINESS.

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

Election of Board Chairman and Vice-Chairman: Tabled for now.

FUTURE MEETINGS:

June 11, 2020-4:30 PM-Board for Volunteer Firefighters

June 11, 2020-5:00 PM-Governance Board Meeting (possibly by ZOOM to be determined by Governor Inslee's directives)

ADJOURN:

A motion was then made by Dave McLellan to adjourn the meeting at 7:16 PM. Motion seconded by Sam Schlegel. Motion carried.