



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



**GOVERNANCE BOARD MEETING MINUTES**  
**June 11, 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 payroll of \$98,204.09 and the Vouchers 2020206 through 2020247 totaling \$76,524.53.

**Announcements, Proclamations, Presentations:**

None.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of governance board minutes meeting from May 14, 2020:** A motion was made by David McLellan to approve the minutes from May 14, 2020. Motion seconded by Sam Schlegel. Motion carried.
- b. **Approval of payroll 06-01-2020 through 06-30-2020 totaling \$98,204.09:** A motion was made by Bob Parnell to approve payroll from 06-01-2020 through 06-30-2020 totaling \$98,204.09. Motion seconded by Dave McLellan. Motion carried.
- c. **Approval of Voucher 2020-206 through Voucher 2020-247 totaling \$76,524.53:** Tom Bearden made a motion to approve Voucher 2020-206 through Voucher 2020-247 in the amount of \$76,524.53. Motion seconded by Bob Parnell. Motion carried.

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**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 Brown stated due to Covid 19, it has been difficult to schedule any meetings in person with entities regarding their contracts and payment. Chief Benn noted that we had received a letter from the City of Westport attorney, Wayne Hagen stating that they did not believe that they are required to pay additional monies for fire protection services to their properties. Stated in the letter was the following: "The South Beach Regional Fire Authority receives substantial benefit from the City of Westport via access to City of Westport system including but not limited to water lines, fire hydrants, and other facilities." Discussion followed with the board in agreement that the letter should be sent to our attorney for review and comment.

**BOARD MEMBER REPORTS:**

*Commissioner District One Bob Parnell:* Bob Parnell wondered if the front-line workers should be given additional compensation for the covid virus assistance. Chief Benn stated this isn't generally done, since our employees have a union contract.

*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 Schlegel noted that he would like to see the command cars drive through the district properties so the citizens can see our apparatus and that we are available. Fred Schroeder stated volunteers could also participate.

**CHIEF'S REPORT:**

Chief Benn reported to the commissioners the following ACTION ITEMS:

1. **Medic Schooling:** Chief Benn stated he would like to have a separate line item on the budget for the medic schooling funding. In addition, a memo of understanding would be prepared that is satisfactory per our attorney. A motion was made by Tom Bearden to approve the Medic Schooling policy as written with a satisfactory MOU. Motion seconded by David McLellan. Bob Parnell voted nay. Fred Schroeder and Sam Schlegel both voted yes. Motion carried.
2. **Alternative Budget Strategy:** Last month Chief Benn had presented an alternative excess levy amount for the board to consider should our maintenance and operation ballot measure fail in August. The reduction would be \$335,260. The actual amount to ask would be \$360,740 rather than the \$696,000 amount. The consensus of the board was that Chief Benn contact Brian Snure for preparation of the resolutions and the board will approve them at the July meeting. Resolutions must be at both counties prior to August 4, 2020.
3. **Approve May expenditures:** Chief Benn noted that Chairperson Schroeder and Chief Benn reviewed and approved the June expenditures per the voucher preapproval authority, Resolution 2017-07 which was approved October 2, 2017.

Chief Benn brought to DISCUSSION the following items:

1. **The SCBA air bottle refurbish program** is back in operation, stated Chief Benn. The process costs \$300 per unit which extends the life of the bottle for an additional ten years.
2. **Ocosta Fire:** There was a fire in Ocosta on June 1<sup>st</sup> which potentially had entrapment; however, it didn't, and the response turned out good.
3. **L.E.D. Signage at the Levee Property:** We are looking at purchasing a 5X7 or 4X6 sign at the Levee Property. Cost is under \$5,000 and will be very helpful in keeping the community informed of events.



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4. **Fire Risk Sign at Station 32:** A wildfire Smokey sign will be put at the North Cove Station.
5. **Working with Grays Harbor County regarding the annexation process:** Chief Benn is working with the County in completing the necessary paperwork. It is quite a bit of work; the County states it will be their first time in doing this type of annexation.
6. **Working on ladder truck:** Our ladder truck has failed testing and is unusable or repairable. Chief Benn and Brown are researching used trucks and will keep the board up to date as to costs and availability.
7. **Utility truck:** Chief Benn stated at one point we will need to look at a utility truck that can carry tools and equipment for repairs at our stations/properties.
8. **Call volume:** Chief Benn stated that we have had a 11% reduction in calls from 2019. This is in part to the CDC advising citizens to stay indoors at home. Chief Brown noted that we had received a little over \$19,000 from the Cares Act.

**DEPARTMENT REPORTS:**

**Board for Volunteer Fire Fighter meeting report:** The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. No new business.

**CORRESPONDENCE**

Letter received discussed earlier.

**UNFINISHED BUSINESS.**

There were no commissioner time sheets to approve this month.

**Election of Board Chairman and Vice-Chairman:** Sam made a motion to table the election at this time. Motion seconded by Bob Parnell. Motion carried.

**NEW BUSINESS:**

**Chief Benn's Contract:** Chief Benn stated that based on last months request for his contract, a draft proposal/ contract has been forwarded to the commissioners for their review. A meeting should be scheduled to discuss the options further.

**FUTURE MEETINGS:**

**UNKNOWN at this time if we can meet together:**

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

July 9, 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 6:29 PM. Motion seconded by Sam Schlegel. Motion carried.