



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



## GOVERNANCE BOARD MEETING MINUTES

### August 13, 2020-ZOOM Meeting: 5:00 PM

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#### **Call Meeting to Order:**

The South Beach Regional Fire Authority Governance Board Meeting was called to order by Board Vice Chairperson Bob Parnell representing Commissioner District One at 5:00 PM. Chairperson Alfred Schroeder was unable to connect for the meeting. 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: 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 one participant. Mr. Allen Douglas announced his presence.

#### **Flag Salute:**

The Pledge of Allegiance was recited.

#### **Agenda Modifications:**

Agenda modifications were the payroll of \$107,749.23 and the Vouchers 2020-289 through 2020-330 totaling \$61,174.44.

#### **Announcements, Proclamations, Presentations:**

None.

#### **Public Comments:**

None.

#### **Consent Agenda:**

- a. **Approval of governance board minutes meeting from July 9, 2020:** A motion was made by David McLellan to approve the minutes from July 9, 2020. Motion seconded by Sam Schlegel. Motion carried.
- b. **Approval of payroll 08-01-2020 through 08-31-2020 totaling \$107,749.23:** A motion was made by David McLellan to approve payroll from 08-01-2020 through 08-31-2020 totaling \$107,749.23. Motion seconded by Sam Schlegel. Motion carried.
- c. **Approval of Voucher 2020-289 through Voucher 2020-330 totaling \$61,174.44:** Sam Schlegel made a motion to approve Voucher 2020-289 through Voucher 2020-330 in the amount of \$61,174.44. Motion seconded by Tom Bearden. Motion carried.

**PAGE 2 BOARD MEETING MINUTES-AUGUST 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 stated that we have received funding from the Port of Willapa and the Port of Grays Harbor. Outstanding entities are the State Parks and the City of Westport. Sam stated that in the past the State Parks had paid PCFD#5 in two payments.

**BOARD MEMBER REPORTS:**

*Commissioner District One Bob Parnell:* Bob stated that the M&O levy has passed. There will be more details when the certification is done. Bob thanked all the participants who voted yes. There are updated park signs that have been posted stating no burning allowed.

*Commissioner District Two Tom Bearden:* No report.

*Commissioner District Three David McLellan:* David stated that Tom Jensen has been working on the Levee Lumber building which is now called the Training Facility. The new door has now been installed and makes it much easier to get in.

*Commissioner District Four Fred Schroeder:* No report.

*Commissioner District Five Sam Schlegel:* Sam Schlegel noted that the fire halls look nice in North Cove and Tokeland. Sam thanked BC Brown for putting up the election signs.

**CHIEF'S REPORT:**

Chief Benn reported to the commissioners the following ACTION ITEMS:

1. **Remove Ballot Measures:** Sam made a motion to remove Resolution #2020-06 and Resolution #2020-07 for the November election at Grays Harbor and Pacific counties. Motion seconded by David McLellan. Motion carried.
2. **Approve Expenditures:** Chief Benn stated that the invoice from National Hose Testing had been received in the amount of \$5,330.88. This is the annual testing for the equipment. Sam Schlegel made a motion to approve the payment of the \$5,330.88. Motion seconded by David McLellan. Motion carried.

**DISCUSSION ITEMS:**

1. **Testing for List's -Per-diem, Part-time:** Testing will be done on August 29, 2020 at the new training facility. Chief Brown stated that there are 18 applicants: 3 paramedics and 15 EMTS have applied. An eligibility list will be established which is beneficial should an employee leave our employment. This will be started in the 3<sup>rd</sup> quarter of the year with more information after the testing is done.
2. **Burn Ban Signs at Stations and on the Highway:** BC Brown stated that he has 5 signs for Bob Parnell's HOA that should be helpful. Currently, BC Brown is waiting for a voucher.
3. **Ladder Truck Purchase:** The ladder truck we had hoped to purchase has failed stated Chief Benn. Chief stated we have come close to purchasing two other trucks, but they were sold quickly before we had a chance to bid on them. Chief stated he is considering flying to the department wherever it is, to get a closer look at a ladder truck should one come up for sale. It was noted that Chief can spend up to \$5000 without obtaining approval from the board; therefore, a trip of this nature could be scheduled.
4. **Possible Tender:** Chief Benn stated that our current ladder truck has 16,000 miles on it. Chief took it to Randco Tanks in Kelso, WA to see if a water tank could be put on it. The cost is \$55,000 to install a tank and the cost to buy a new tender is approximately \$60,000. The trip was beneficial as now we know what the cost would be and obviously not a wise move for the department. The truck

**PAGE 3 BOARD MEETING MINUTES-AUGUST 2020:**

will be put on Gov Deals and would be worth \$5000 in the condition it is. Discussed was what would be the cost to fix the ladder truck and costs range from \$120K to \$180K. Any decision to make improvements on our existing ladder truck was tabled at this time. Bob Parnell questioned where is the nearest ladder truck should we need one? BC Brown stated that would be Aberdeen and Raymond. Currently, BC Brown is working on an automatic aid with Aberdeen and Raymond. More information will be available at next month's meeting.

5. **2022 Budget:** Chief Benn stated we should be doing some planning for the 2022 budget. On the list to look at would be our revenues and the projects we need to accomplish.
6. **Strategic Planning:** Chief Brown said he would like to try and work on it; however, it has been difficult with our meetings being held by Zoom. He added he would like to try and put something together and then send out to the board members for their review.
7. BC Brown stated that he has noticed that other fire districts have been running 4-year excess levies while we are running a one-year excess levy. This is due to the legislature ruling of Regional Fire Authorities versus Fire Departments. BC Brown stated he would like to work on a campaign to change the ruling. David McLellan offered to assist with the project.
8. Commissioner Bearden asked what the status of our ambulance was at Five Star. It was noted that Five Star had said it could take up to 2 weeks to get it repaired.
9. Bob Parnell stated he would like the minutes to reflect that the commissioners room leased from the City of Westport had been terminated. Dave McLellan made a motion to terminate the lease with the City of Westport regarding the rental of the commissioner office effective 8-31-2020. Motion seconded by Sam Schlegel. Vote was taken with Bob Parnell voting no. Commissioners Schlegel, Bearden and McLellan voted yes. Motion carried. The City will be notified.

**DEPARTMENT REPORTS:**

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. Approved at the meeting was Sharon Simmons retirement papers along with invoices for Jamie Pryor's recent injury.

**CORRESPONDENCE**

Letter of Annexation.

**UNFINISHED BUSINESS.**

None.

**NEW BUSINESS:**

**Approval of Commissioner Timecards:**

Commissioner timecards were approved as presented.

**FUTURE MEETINGS:**

**UNKNOWN Location currently until the Governor decides.**

September 10, 2020-4:30 PM-Board for Volunteer Firefighters

September 10, 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 6:14 PM. Motion seconded by Sam Schlegel. Motion carried.