

South Beach Regional Fire Authority Governance Board Minutes
Thursday, October 12, 2017, 5:00 PM, 170 West Spokane Street, Westport, WA

1. **Call Meeting to Order:** Chairman Alfred Schroeder called the meeting to order at 5:00 PM. It was noted that the meeting was held at 170 West Spokane Street due to the Council Chambers building being repaired and no electrical power.
2. **Flag Salute:** Chairman Schroeder led the flag salute.
3. **Roll Call:** Alfred R. Schroeder, Chairman/Commissioner representing Grays Harbor Fire District #14, Robert Parnell, Vice-Chairman/Councilperson representing the City of Westport, David McLellan, Commissioner representing Grays Harbor Fire District #11, Tom Bearden, Commissioner representing Grays Harbor Fire District #3, Sam Schlegel, Commissioner, Pacific County Fire District #5, Teresa Hart and Diane McNett, South Beach Regional Fire Authority Secretaries, Art Cole, Fire Chief, absent.
4. **Agenda Modifications: Correspondence:** Letter to Grays Harbor County Planning Partnership. Under New Business: Resolution 2017-12 Approval regarding Deferred Compensation Program. Under New Business: Resolution 2017-13 Credit Card Policy. Under New Business: City of Westport Lease. Under New Business: Sheet from Fred regarding policies to be discussed, (see attachment #1)
5. **Announcements, Proclamations, and Presentations.**
6. **Public Comment:** Mike Clingen from Grays Harbor Fire District #14 noted that he would like to see the Cadet program continued.
7. **Consent Agenda/Approval of minutes:** Bob Parnell made a motion to approve the minutes from the October 2, 2017 Special Meeting. Motion seconded by Dave McLellan. Motion carried. **Approval of payroll and vouchers:** Motion made by Tom Bearden to approve payroll and vouchers in the amount of \$132,573.75. Motion seconded by Bob Parnell. Motion carried. (see attachment #2)
8. **Board Committee Reports:** None.
9. **Board Member Reports:** None.
10. **Chief's report:** In Art Coles absence Dennis Benn reported the following:
 - a. Gathering quotes for SBRFA phone system that would include outlying stations.
 - b. Working with dispatch on new station and apparatus numbers.
 - c. Updating Active 911- member list.
 - d. New Lucas CPR machine on loan. This machine is a Manpower saver. This allows one member to do other tasks. Captain VanderVeur offered to demonstrate the machine, of which it was very informative.
 - e. Continuing station inventory of condition of equipment and apparatus.
11. **Department reports:** None.
12. **Correspondence:**

- a. A motion was made by Tom Bearden to approve the letter to the GH County Planning Partnership as written. Motion seconded by Dave McLellan. Motion carried.

13. Unfinished Business. None.

14. New Business

- b. Motion made by David McLellan to approve Resolution 2017-12, Deferred Compensation Program (see attachment #3) as written. Motion seconded by Tom Bearden. Motion carried.
- c. City of Westport lease was distributed for the board members review. Tabled for now as it will be sent to our attorney, Brian Snure for his advisement.
- d. A motion was made to approve Resolution 2017-13, Credit Card Policy as presented by Tom Bearden. Motion seconded by David McLellan. Motion carried. (attachment #4---draft policy which will be rewritten without draft on it)
- e. Fred Schroeder policies to be discussed:
 1. No movement of equipment without notifying the district/city board member or station chief except in an emergency. DISCUSSION: Tom Bearden opposes this and basically this did not get approved.
 2. \$500.00 spending limit without board approval. Pre-approval shall be through a secretary and follow board chain of command. DISCUSSION: The amount of \$500 was felt to be not enough money for an emergency expense. Tom Bearden made a motion that \$3000.00 may be spent if the amount falls within a budgeted line item. The secretary must be contacted making note of the transaction. Motion seconded by Dave McLellan. Motion carried.
 3. No personal use of equipment by paid staff or volunteers. DISCUSSION: No questions on this policy. Motion made by Tom Bearden to approve that no personal use of equipment shall be used by paid staff or volunteers. Motion seconded by Bob Parnell. Motion carried.
 4. Poling the board prior to a board meeting. DISCUSSION: Addressed and answered in #2.
 5. Volunteer station chief needed for Fire District 5, 11, 14 and City of Westport. DISCUSSION: No decision to be made now.
 6. Need new background checks on all personnel, paid and volunteer. DISCUSSION: Our insurance company is stating this should be done. Tom Bearden made a motion to pursue background checks on paid staff, volunteers and board members. Motion seconded by David McLellan. Motion carried.

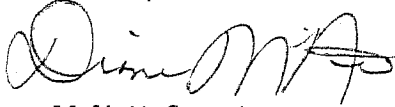
15. Executive Sessions. None.

16. Good of the order:

1. Dennis Benn noted that the WA Fire Commissioner Association is holding a conference on October 26-28, 2017, Spokane WA. Dave McLellan and Art Cole will be attending.

2. Grayland Water District recently had water issue and Water representative, Mrs. McLellan thanked the Fire department for providing assistance. Very appreciative.
3. Steven Curry noted that a battalion chief would be helpful for our organization.
4. Captain VanderVeur noted that the Chief should figure out who would be the BC.
17. Signing of vouchers: Governance Board signed the vouchers attached.
18. Future Meetings: Bob Parnell made a motion to schedule a special meeting to discuss personnel on October 19, 2017 at 5:00 PM. Motion seconded by Dave McLellan. Motion carried.
19. Adjournment: A motion was made by Tom Bearden to adjourn the meeting at 6:35 PM. Motion seconded by Dave McLellan. Motion carried.

For the board,

A handwritten signature in black ink, appearing to read "Diane McNett". The signature is fluid and cursive, with a large initial "D" and "M".

Diane McNett, Secretary