

**South Beach Regional Fire Authority
Governance Board Special Meeting Minutes**

Monday, October 2, 2017-5:00 PM, 506 N Montesano St., Westport, WA 98595

- 1. Call Meeting to Order:**
Alfred R. Schroeder called the meeting to order at 5:00 PM.
- 2. Alfred R. Schroeder led the group with the flag salute.**
- 3. Roll Call:**
Alfred R. Schroeder, Commissioner, GHFD #14
Robert Parnell, City Councilperson, City of Westport
David McLellan, Commissioner, GHFD #11
Sam Schlegel, Commissioner, PCFD #5
Tom Bearden, Commissioner, GHFD #3
- 4. Oath of Office:**
Brian Snure, Attorney from Snure Law Office, PSC and Notary Public in and for the State of WA read the oath of office for Alfred R. Schroeder, Robert N. Parnell, David McLellan, Sam Schlegel, and Tom Bearden for the positions of the South Beach Regional Fire Authority.
- 5. Agenda Modifications: None.**
- 6. Announcements, Proclamations, and Presentations: None.**
- 7. Public Comment: Margo Tackett, City of Westport asked to speak questioning board stipend and City Councilman position. Brian Snure, Attorney stated that " Mr. Parnell is entitled to receive commissioner compensation from the RFA pursuant to RCW 52.14.010 (RCW 52.26.080(3)(a)(i)incorporates RCW 52.14.010 by reference). This provides that the RFA will pay him the statutory per diem for actual attendance at RFA Board Meetings. In addition, the RFA Bylaws provide that he is entitle to the per diem when attending WA Fire Commissioner Association meetings and "other RFA related activities" approved in advance by the Board, the Board Chair or the Board vice chair. Mr. Snure also agrees that the provisions of RCW 52.14.010(5) do not directly apply to Mr. Parnell's situation. The statutory restriction on dual compensation applies to individuals that are serving as a legislative member on two special purpose districts (this does not apply as the City is not a special purpose district) or when serving in an ex-officio positon (Parnell is serving as a commissioner, not an ex officio commissioner). This does not mean, as Mr. Parnell recognizes, that he will be paid a per diem by the RFA for attending City Council meetings. While the RFA Board could authorize payment of a per diem for his attendance at the City Council meetings, such payments are not mandatory under the statute and would be up to the discretion of the Board." Mr. Snure added, "I think Mr. Parnell's position that he be paid by the RFA when attending RFA meetings and by the City when attending City meetings is**

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reasonable and consistent with the laws governing regional fire authority commissioners."

Charles Wallace, Commissioner from GHFD #11 questioned when the position of leadership would be committed. Fred Schroeder stated we have not appointed anyone yet; but that is something we will be discussing tonight. Job descriptions have not been approved yet.

- 8. Consent Agenda: Nothing.**
- 9. Board Committee Report: None.**
- 10. Board Member Reports: None.**
- 11. Chief's Report: Chief Cole stated that we have established an eligible list for EMT's to have on hand for a year. There are 8 on the list. We also have quotes for new signage for each of the stations---making sure the public knows that they will still be referred to as North Cove, Ocosta, Grayland Station etc. On November 1st at 7:00 PM a meeting has been scheduled amongst all the volunteers from each entity. It will be held at the Westport Fire Station. A spokesperson has been requested from each entity to be present so moving forward plans may be discussed. There are remaining bond monies to be received from GHFD#11 and GHFD#14 and according to Grays Harbor County, they can only be spent on what the Bond had stated. These will be obtained and looked at further. A report of this will be provided in board members packets, stated Art. Mr. Parnell asked for a written report from the Chief next time.**
- 12. Department Reports: None.**
- 13. Correspondence: Teresa Hart distributed a South Beach Regional Fire Authority Voucher Certification form to be distributed to the board members. Signing the authority was Alfred Schroeder, Sam Schlegel, Tom Bearden, Robert Parnell, and David McLellan.**
- 14. Unfinished Business: None.**
- 15. New Business:**

Approve South Beach Regional Fire Authority Governing Board Bylaws and Governing Rules: Tom Bearden made a motion to approve the South Beach Regional Fire Authority Governing Board Bylaws and Governing Rules. Motion seconded by Sam Schlegel. Motion carried.

Appoint Governing Board Chair and Vice Chair: Bob Parnell made a motion to nominate Alfred Schroeder for Board Chair. Motion seconded by Sam Schlegel. Sam Schlegel nominated Bob Parnell for Vice Chairman. Dave McLellan nominated Tom Bearden for Vice Chair. Vote was taken. Bob Parnell received 3 votes from Bob, Fred and Sam. Tom received 2 votes from Dave and Tom. The ending result is Fred

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Schroeder, Chairman and Bob Parnell is the Vice Chairman of the South Beach Regional Fire Authority Governance Board.

Appoint Governing Board Secretary: Bob Parnell nominated Diane McNett for the position of Board Secretary. Motion seconded by Sam Schlegel. Discussion followed in regards to appointing Teresa Hart as alternate secretary. Motion made by Sam Schlegel to appoint Teresa Hart as alternate secretary. Motion seconded by Dave McLellan. Motion carried.

Approve Collective Bargaining Agreement with IAFF Local 3689: Dave McLellan made a motion to approve the collective bargaining agreement with IAFF Local 3689, dated January 1, 2017 through December 31, 2019. Motion seconded by Bob Parnell. Motion carried.

Appoint Fire Chief: Bob Parnell made a motion to appoint Art Cole as the acting Fire Chief. Motion seconded by Dave McLellan. Motion carried. Discussion followed in regards to selecting an assistant fire chief. Brian Snure noted that it isn't on tonight's agenda, so this will need to be selected at a different meeting. Discussed was how long the interim position would be? Thoughts were for a year. The consensus was that this should be tabled tonight with a special meeting for discussion to be scheduled later. This should also be put on the November 12th agenda.

Resolution 2017-01 Establishing Regular Meeting: Dave McLellan made a motion to approve Resolution 2017-01 as written. Motion seconded by Tom Bearden. Motion carried.

Resolution 2017-02 Appointing Claims Agent: Tom Bearden made a motion to approve Resolution 2017-02 as written. Motion seconded by Bob Parnell. Motion carried.

Resolution 2017-03 Appointing Auditing Officer: Bob Parnell made a motion to approve Resolution 2017-03 as written. Motion seconded Dave McLellan. Motion carried.

Resolution 2017-04 Appoint Records Retention Officer: Bob Parnell made a motion to approve Resolution 2017-04 as written. Motion seconded by Tom Bearden. Motion carried.

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Resolution 2017-05 Appoint Medical Records Privacy Officer: Tom Bearden made a motion to approve Resolution 2017-05 as written. Motion seconded by Dave McLellan. Motion carried.

Resolution 2017-06 Establishing Funds with County: Dave McLellan made a motion to approve Resolution 2017-06 as written. Motion seconded Tom Bearden. Motion carried.

Resolution 2017-07 Voucher Preapproval Authority: Bob Parnell made a motion to approve Resolution 2017-07 as written. Motion seconded by Tom Bearden. Motion carried.

Resolution 2017-08 Accepting Assets and Liabilities (include authorization to sign leases, deed, Bills of sale etc.): Tom Bearden made a motion to approve Resolution 2017-08 as written. Motion seconded by Sam Schlegel. Motion carried.

Resolution 2017-09 Absolute Social Security Coverage: Dave McLellan made a motion to approve Resolution 2017-09 as written. Motion seconded by Bob Parnell. Motion carried.

Resolution 2017-10 Authorizing and Approving Participation in the WA Public Employees' Retirement System (PERS): Bob Parnell made a motion to approve Resolution 2017-10 as written. Motion seconded by Sam Schlegel. Motion carried.

Resolution 2017-11 Establishing Banking Services: Tom Bearden made a motion to approve Resolution 2017-11 as written. Motion seconded by Bob Parnell. Motion carried.

Procuring Property and Liability Insurance: Tom Bearden made a motion to procure property and liability insurance from the quotes received. Motion seconded by Bob Parnell. Motion carried.

16. Executive Sessions: N/A

17. Good of the Order: Daryl Brown questioned how long Chief Cole's contract would be. It renews December 31, 2017.

Keith Zelepuza offered congratulations to the board for achieving the RFA status.

Suggested by Keith, President of the South Beach Ambulance Association, that it might

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be a good idea to brainstorm with the board their ideas. The meeting of the Association members is November 1st, Sam Schlegel suggested they bring their ideas after they meet.

Art stated it would be much better for the RFA, as our consultant had advised that we continue with the same people in place for at least a year.

Teresa Hart stated that as far as the office staff personnel are concerned, it would be a much smoother transition if Art could stay on board for at least a year minimum.

Dave McLellan stated stability is good and he felt Art has done a great job. Margo stated that the board does need time, job descriptions are needed and the board shouldn't be pressured now. Art stated he has handed out job descriptions to the board on September 30th. Tom Bearden stated that he felt the board needed quiet time to digest all the information. Daryl Brown added that not having established leadership can make uncertainty.

Fred stated that Art is going on vacation during October. Bob Parnell questioned how long Art would be gone; Art stated October 3 to October 25, 2017. Bob stated the next meeting scheduled is October 12th. In the absence of Art and his vacation time, a special meeting should be scheduled to discuss personnel issues.

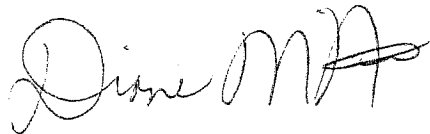
Steven Curry stated that he felt Chief Cole could possibly provide prospective assistant chief's name for consideration. Steven suggested that Chief Cole's contract should be extended for a year.

Dave McLellan made a motion to extend Art Cole's contract through October 2, 2018. Motion seconded by Tom Bearden. Motion carried.

Discussion followed with a special meeting scheduled on Thursday, October 5, 2017 At 5:00 PM, 506 N Montesano Street, Westport, WA to discuss personnel issues.

18. Signing of Vouchers: None.
19. Future Meetings: October 12, 2017 is the regular meeting of the South Beach Regional Fire Authority Governance Board Special Meeting, 5:00 PM, 506 N Montesano Street, Westport, WA.
20. Adjournment: A motion was made by Tom Bearden to adjourn the meeting at 6:38 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 written in a cursive style with a large initial "D" and "M".

Diane McNett, Secretary