



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



GOVERNANCE BOARD MEETING MINUTES
September 10, 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 at 805 State Route 105 East, Westport, WA 98595. The meeting was also held on a Zoom platform due to the Covid 19 pandemic issue. It was noted that the Zoom information had been posted on the SBRFA website and posted at 170 West Spokane Street, Westport, WA. In attendance by ZOOM were the following Board Members: Alfred Schroeder representing Commissioner District 4, 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. (Chief Benn, BC Brown and Secretary Hart arrived at 5:40 PM as they had been on scene at a structure fire in Westport)

Attendance: Mr. Allen Douglas

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$110,667.04 and the Vouchers 2020-331 through 2020-372 totaling \$78,302.01.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of governance board minutes meeting from August 13, 2020:** A motion was made by Tom Bearden to approve the minutes from August 13, 2020. Motion seconded by Bob Parnell. Motion carried.
- b. **Approval of payroll 09-01-2020 through 09-30-2020 totaling \$110,667.04:** A motion was made by David McLellan to approve payroll from 09-01-2020 through 09-30-2020 totaling \$110,667.04. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Voucher 2020-331 through Voucher 2020-372 totaling \$78,302.01:** Bob Parnell made a motion to approve Voucher 2020-331 through Voucher 2020-372 in the amount of \$78,302.01. Motion seconded by Sam Schlegel. Motion carried.

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SIGNING OF VOUCHERS: Board members approved both payroll and vouchers with their signature and dates.

BOARD COMMITTEE REPORTS:

Tabled at this time due to Chief Benn not present.

BOARD MEMBER REPORTS:

Commissioner District One Bob Parnell: Bob Parnell stated he would like to complete Chief Benn's employment contract. Board members discussed with the consensus that a special meeting should be scheduled. Thursday, September 24, 2020 at 5:00 PM, SBRFA Training Center, 805 State Route 105 East, Westport, WA 98595 will be time and place for the purpose of preparing an employment contract. Distributed to the board members was Bob Parnell's calculations from the recent levy. The RFA M&O passed with 63.07%

Commissioner District Two Tom Bearder: No report.

Commissioner District Three David McLellan: David McLellan noted that the new paint on the stations looks good.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Sam noted that the North Cove station looks nice with its new paint.

CHIEF'S REPORT:

Chief Benn reported to the commissioners the following DISCUSSION ITEMS:

DISCUSSION ITEMS:

1. The Shoalwater Tribe recently had a large leak in their water system. Chief stated that he had assisted with providing them 56,000 gallons of water.
2. We recently had a fire death in North Cove. Unfortunately, there was not anything that could be done by the time we arrived. Several trailers, a motor home and partially a home were on fire when the call was toned out. The resident in the motor home perished.
3. Medic 311 has been repaired and is back in service.
4. We are still researching and looking for a ladder truck that will meet our needs.
5. Chief Benn stated that our extrication tools are broken. The seals are broke and the cost to make repairs on them is prohibitive due to being 20 years old. We do have a backup set, but they are slow and cumbersome. Chief would like approved to purchase new tools. Expected cost is \$60,000. Bob Parnell questioned when this occurred. Chief stated he was made aware of the situation two months ago. Tom Bearden made a motion to approve payment for up to \$70,000 for the purchase of extrication tools. Motion seconded by Sam Schlegel. Motion carried.
6. The lease for office space at 506 N Montesano Street, Westport, WA has been terminated with the City of Westport.
7. There is a Brian Snure seminar scheduled in October on a Zoom platform. Chief Benn has forwarded the information to the commissioners to see if they would like to attend.
8. We have a South Beach employee that has tested positive for Covid. He has been self-quarantined and will not be returning to work for several months.
9. Flu shots are scheduled for October 7, 2020 from 4:00 – 6:30 PM at the Training Center with Nurse Janet. We will be doing a drive through situation in order to limit exposure due to the covid situation.

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10. Chief Benn stated that the stations have been pressure washed and some painted.
11. Chief Benn noted that the union contract has a sick time-sharing practice, which some of the employees may use from time to time.
12. EMT List: Testing was done on August 29, 2020 which will establish a full-time list, should any vacancies occur. There were seven participants.
13. Dave McLellan brought to discussion that Katie Didion and Tom Jensen are doing well with their positions. Dave would like to see their hours increase to 32 hours per week. Discussion followed with Dave making a motion to authorize the increase of hours to 32 per week. Motion seconded by Bob Parnell. Motion carried. Discussion followed with Chief Benn stating he was not aware that this was going to be voted on tonight. Chief stated he thought the board should be aware of the costs for this increase before it is put into operation. With this discussion, Dave McLellan made a motion to rescind his motion and table the discussion at this time. Motion seconded by Bob Parnell. Motion carried.
14. Chief Benn would like to see a workshop scheduled for discussing the 2022 budget. Bob Parnell stated people in Westport are looking at the increases in our levies and would like specifics as to how the money is spent. Distributed to the board members was a "minimum reserve fund report". Chief would like the board members to look at the categories and the figures for discussion later.
15. Chief Benn has discovered that there is a process for the Rust annexation to take place. There are quite a few steps that must be taken to get it completed. Chief will be working on the process and in turn will keep the board apprised of the process.
16. Noted by Chief Benn was that Chief Brown has been working on writing grants. Currently we are waiting to see if we have been awarded the lift system for the ambulances or the new tender.
17. Chief Benn stated he will be continuing the strategic plan presentation. Now that we can meet in person, it will be much easier to show and discuss what he was compiled. Bob Parnell said it would be helpful to have a semi-annual report as well. Dave McLellan suggested we have a workshop to work on the plan.

Tom Bearden questioned Chief Benn what would be done if we had a covid outbreak and our work force was in quarantine. Chief Brown noted that there is a Covid Task Force Plan for the Firefighters that includes other counties besides ours. This would be used.

Sam Schlegel questioned if we would be having flashing lights in front of the training center. Chief Benn stated there is a process to go through to obtain a light. This will be looked at later when our activities increase at the training center.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. Noted at the meeting was that Sharon Simmons retirement check had been received/forwarded to her and 3 medical payments paid for Jamie Pryor.

CORRESPONDENCE:

A letter of resignation for the position of District One, Robert Parnell was received effective October 31, 2020. David McLellan made a motion to accept the resignation effective October 31, 2020. Motion seconded by Sam Schlegel. Motion carried.

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UNFINISHED BUSINESS.

None.

NEW BUSINESS:

Approval of Commissioner Timecards:

Commissioner timecards were approved as presented. Dave McLellan made a motion to accept the timecards as presented. Motion seconded by Tom Bearden. Motion carried.

FUTURE MEETINGS:

October 8, 2020-4:30 PM-Board for Volunteer Firefighters

October 8, 2020-5:00 PM-Governance Board Meeting (possibly by ZOOM to be determined by Governor Inslee's directives) Directions for the meeting will be announced on our web site, Facebook and email to Commissioners.

ADJOURN:

A motion was then made by Dave McLellan to adjourn the meeting at 7:50. Motion seconded by Sam Schlegel. Motion carried.