



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



**GOVERNANCE BOARD MEETING MINUTES**  
**805 State Route 105 East, Westport, WA 98595**  
**October 8, 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 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 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. (PRESENT ON THE ZOOM PLATFORM) Chief Dennis Benn was present, Battalion Chief Daryl Brown and Governance Board Secretary Diane McNett present. Governance Board Secretary Teresa Hart was absent.

Attendance: Mr. Allen Douglas on Zoom.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Agenda modifications were the payroll of \$103,813.90 and the Vouchers 2020-373 through 2020-406 totaling \$86,955.06.

**Announcements, Proclamations, Presentations:**

None.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of governance board minutes meeting from September 10, 2020:** A motion was made by Dave McLellan to approve the minutes from September 10, 2020. Motion seconded by Tom Bearden. Motion carried.
- b. **Approval of payroll 10-01-2020 through 10-31-2020 totaling \$103,813.90:** A motion was made by Tom Bearden to approve payroll from 10-01-2020 through 10-31-2020 totaling \$103,813.90. Motion seconded by Dave McLellan. Motion carried.
- c. **Approval of Voucher 2020-373 through Voucher 2020-406 totaling \$86,955.06:** Sam Schlegel made a motion to approve Voucher 2020-373 through Voucher 2020-406 in the amount of \$86,955.06. Motion seconded by Bob Parnell. Motion carried.

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

**BOARD COMMITTEE REPORTS:**

Tom Bearden questioned Battalion Chief Brown. if he had contacted the PUD office regarding the property located in District #3. BC Brown stated he would investigate it.

**BOARD MEMBER REPORTS:**

*Commissioner District One Bob Parnell:* No report.

*Commissioner District Two Tom Bearden:* No report.

*Commissioner District Three David McLellan:* David McLellan noted that the reader board sign looks good on the building.

*Commissioner District Four Fred Schroeder:* No report.

*Commissioner District Five Sam Schlegel:* Sam noted that the recent flu shot clinic was well organized and had a great turnout. Sam questioned why there was a car on the property. Chief Benn stated it was going to be used for extrication training. Sam noted that it might be nice to open up to the public demonstrations of our new extrication tools when they arrive. Tom Bearden concurred.

**CHIEF'S REPORT:**

**ACTION ITEMS:**

Chief Benn distributed to the board members the revised Chief contract for signature. After reviewing the contract, a motion was made by Bob Parnell to approve the contract effective October 8, 2020 through January 1, 2026. Motion seconded by Sam Schlegel. Motion carried.

Chief Benn reported to the commissioners the following **DISCUSSION ITEMS:**

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1. **Annexation of Rust Property:** Chief Benn stated that the annexation of the Rust property would require approval of a resolution to accept an annexation petition and to schedule a hearing to further proceed. The documents were reviewed with discussion following. Of issue is the SEPA documents required and how it would affect the RFA. A motion was made by Sam Schlegel to table any signing of the resolution accepting annexation petition and scheduling a hearing. Motion seconded to table by Dave McLellan. Motion carried. Chief Benn will do further research and has invited Mr. Rust to attend a board member for further discussion.
2. **Ladder Truck in Rhode Island:** Chief Brown has found an excellent used ladder truck in Rhode Island. It is listed on Gov Surplus with the bid starting at \$5K. The bidding will close on 10-12-2020. The ladder truck has 63,391 miles on it and is a 2001 Smeal. Chief Brown and Benn are seeking board approval to bid on the truck. Discussion followed with Tom Bearden making a motion authorizing the bid process up to \$100,000. Motion seconded by Dave McLellan. Motion carried. Chief Brown believes the price will not go to this amount. The board will be advised how the bidding process materializes.
3. **Extrication tools:** The bid has been received for the spreader, cutter, and ram. The amount is \$38,765.00. This is much lower than the amount that had been approved: \$70,000.
4. **Flu Shots:** There were 110 shots given on October 7, 2020 by Nurse Janet. The event was well received.
5. **Part-time employees becoming something more than part-time/2022 Budget:** Chief Benn stated that he would like to move Tom Jensen's position to 30 hours per week. Changing this position is necessary as there is ample amount of work needed at all locations. The cost of adding the hours is within our current budget noted Chief Benn. David McLellan made a motion to approve 30 hours per week for Tom

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Jensen's maintenance position. Motion seconded by Tom Bearden. Motion carried. Bob Parnell added that he appreciates the work Tom has done.

6. Covid response: Chief Brown noted that we will not be participating in Halloween, Thanksgiving or Christmas events due to the exposure of COVID-19. In addition, we will not be having an Awards Banquet this year.

Board member Bob Parnell noted that this was his last meeting and that there will be a Westport City Council meeting on Monday. At that time, Bob's replacement will be chosen.

**DEPARTMENT REPORTS:**

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. There was no business.

**CORRESPONDENCE:**

None.

**UNFINISHED BUSINESS.**

None.

**NEW BUSINESS:**

**Approval of Commissioner Timecards:**

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

**FUTURE MEETINGS:**

November 12, 2020-4:30 PM-Board for Volunteer Firefighters

November 12, 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 Sam Schlegel to adjourn the meeting at 6:29 PM. Motion seconded by David McLellan. Motion carried.