



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



GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
November 12, 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, Tom Aronson, Council person representing Commissioner District One. Chief Dennis Benn was present, Battalion Chief Daryl Brown and Governance Board Secretaries Diane McNett and Teresa Hart present.

Attendance: Mr. Allen Douglas, Grayland
Mr. Randy Rust, Grayland

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$98,904.87 and the Vouchers 2020-407 through 2020-457 totaling \$149,678.44.

Announcements, Proclamations, Presentations:

Tom Aronson was introduced as the newly appointed representative for the City of Westport. Tom is a Westport City Councilperson and is employed in the construction trade.

Public Comments:

Chief Benn noted that Mr. Randy Rust was present this evening to discuss the property he is seeking to have annexed into the fire department. Details of the property included the description of the property and the possibility of potential building in 2021. Mr. Rust noted that a knox box could be installed for easy access to the area. Discussion followed with more information to follow once paperwork is completed for the process to begin. Chief Benn and Brown will be working on the areas that need completion.

Consent Agenda:

- a. **Approval of governance board minutes meeting from October 8, 2020:** A motion was made by Dave McLellan to approve the minutes from October 8, 2020. Motion seconded by Sam Schlegel. Motion carried.

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- b. **Approval of payroll 11-01-2020 through 11-30-2020 totaling \$98,904.87:** A motion was made by Tom Bearden to approve the payroll from 11-01-2020 through 11-30-2020 in the amount of \$98,904.87. Motion seconded by Sam Schlegel. Motion carried.
- c. **Approval of Voucher 2020-407 through Voucher 2020-457 totaling \$149,678.44:** Dave McLellan made a motion to approve Voucher 2020-407 through Voucher 2020-457 in the amount of \$149,678.44. Motion seconded by Tom Bearden. Motion carried.

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

BOARD COMMITTEE REPORTS:

Chief Benn stated he had received the agreement with the City of Westport regarding fulfillment of the City of Westport payment for property payment. Chief Benn requested the board to authorize the signature of the agreement. A motion was made by Tom Bearden to authorize Chief Benn to sign the agreement. Motion seconded by Sam Schlegel.

Chief Brown noted that the PUD property located in District 3 had been researched for its value. It is \$14.00 for the year and the consensus was that it was not worth pursuing.

BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: Tom Aronson stated he had toured our response area and was impressed with the apparatus owned by the RFA. He appreciated the tour and thanked the Chiefs.

Commissioner District Two Tom Bearden: No report.

Commissioner District Three David McLellan: David McLellan noted that he is pleased with the training facility building. An excellent EVIP class recently held with ample room.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Sam noted that he had asked the county if they would mow near Larkin Road and they have agreed.

CHIEF'S REPORT:

ACTION ITEMS:

1. **SEPA Review:** A SEPA review is needed for the Rust property and Chief Benn would like direction on completing it. Tom Bearden made a motion to authorize Chief Benn to move forward in completing the SEPA review. Motion seconded by Dave McLellan. Motion carried.

DISCUSSION ITEMS:

1. **Ladder Truck:** Chief Benn stated he had wanted to bring the truck for the meeting but due to the inclement weather, this has been postponed. Chief Brown drove it back with Tom Jensen. Chief Brown commented that it drove smooth and is very pleased with the purchased.
2. **Extrication tools:** We have purchased the extrication tools and will have a training at the Training Center on Saturday.
3. **Budget Amendment:** Chief Benn stated that we may have to do a budget amendment in December to balance our budget. The purchase of the Levee property, the Life Pak, Bias Software, and the extrication tools have created the expenses categories to be over budget. Chief will have information further on this at the December meeting.

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4. Executive Session requested at the end of the meeting due to possible litigation. No action will be taken.
5. Budget Meeting-Tomorrow: Chief Benn would like to schedule a budget meeting tomorrow mid-morning. The consensus was at 10:00 AM 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. A medical invoice was approved for payment from a claim last year.

CORRESPONDENCE:

A letter was received appointing Tom Aronson as the City of Westport representative from Mayor Bearden.

Secretary McNett received an email from Lisa Olsen, Pacific County Commissioner regarding the property and building at the Larkin Station. Basically, the letter was requesting the board to discuss the possibility of a purchase of the property as the County was not using it as they had been in the past. Discussion followed with Diane noting that we had not made the yearly payment to them. This was due to the RFA not receiving an invoice from the County. Lisa apologized for not sending the invoice and stated that it was simply an oversight. After discussing the purchase of the property and whether the board was interested, a motion was made by Tom Bearden that Diane should contact the County to request the invoice, for the RFA to be current with the lease agreement. Motion seconded by Dave McLellan. Motion carried. A motion was then made by Dave McLellan to table any decision to purchase the property at this time. (the County had not put a price on it yet) Motion seconded by Tom Bearden. Motion carried.

UNFINISHED BUSINESS.

Election of Chairman and Co-Chairman for January 1, 2020 to December 31, 2021: A motion was made by Tom Bearden to nominate Fred Schroeder as Chairman of the Board. Motion seconded by Dave McLellan. Motion carried. A motion was made by Tom Bearden to nominate Dave McLellan as Co-Chairman. Motion seconded by Sam Schlegel. Motion carried.

NEW BUSINESS:

- a. **Approval of Commissioner Timecards:** Commissioner timecards were approved as presented. Tom Bearden made a motion to accept the timecards as presented. Motion seconded by Tom Aronson. Motion carried.
- b. **Ballot measure District #5 and District #14 -December Meeting:** Noted that there will need to be ballot measures for the dissolution of District #5 and District #14 signed and approved at the December meeting in order to be on the ballot in February 2021.
- c. **Resolution 2020-09:** Waiver of Competitive Bidding Requirements was presented for approval. A motion was made by Tom Aronson to approve Resolution 2020-09 as written. Motion seconded by Tom Bearden. Motion carried.
- d. **Resolution 2020-10:** A motion was made by Sam Schlegel to approve Resolution 2020-10, 2021 Budget Certification for SBRFA/EMS as written. Motion seconded by Dave McLellan. Motion carried.
- e. **Resolution 2020-11:** A motion was made by Tom Aronson to approve Resolution 2020-11, 2021 Budget Certification for SBRFA as written. Motion seconded by Tom Bearden. Motion carried.

FUTURE MEETINGS:

November 13, 2020-Budget Workshop-Training Center, 10:00 AM.

December 10, 2020-Board for Volunteer Firefighter Board Meeting-4:30 PM-Training Center.

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December 10, 2020-Governance Board Meeting-5:00 PM-Training Center.

ADJOURN:

A motion was made by Sam Schlegel to adjourn to Executive Session for 15 minutes for possible litigation with no action to be made. Time was 6:30 PM.

Back in Session 6:45 PM: Announced by Chairman Schroeder that no action was made, a motion was made by Sam Schlegel to adjourn the meeting at 6:45 PM. Motion seconded by Dave McLellan. Motion carried.