



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



GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
January 14, 2021-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 on a Zoom platform due to the Covid 19 restrictions imposed by Governor Inslee. 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.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$118,836.41 and the Vouchers 2021-001 through 2021-043 totaling \$117,444.26. Included under New Business 15.b. Resolution #2021-01 Transfer of \$400,000 Funds from Ambulance Fund to the Expense Fund and 15.c. Resolution #2021-02 Notice of Public Hearing for the Rust Annexation.

Announcements, Proclamations, Presentations:

Public Comments:

None.

Consent Agenda:

- a. **Approval of governance board minutes meeting from December 10, 2020:** A motion was made by Tom Bearden to approve the minutes from December 10, 2020. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 01-01-2021 through 01-31-2021 totaling \$118,836.41:** A motion was made by Dave McLellan to approve the payroll from 12-01-2020 through 12-31-2020 in the amount of \$118,836.41. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Voucher 2021-001 through Voucher 2021-043 totaling \$117,444.26:** Dave McLellan made a motion to approve Voucher 2021-001 through Voucher 2021-043 in the amount of \$117,444.26. Motion seconded by Tom Bearden. Motion carried.

SIGNING OF VOUCHERS: Board members approved both payroll and vouchers with the signatures of Chief Benn, Secretary Hart and Chairman Alfred Schroeder. (resolution approved previously)

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BOARD COMMITTEE REPORTS:

Chief Benn stated we had received the funds from the City of Westport contract.

BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: No report.

Commissioner District Two Tom Bearden: No report.

Commissioner District Three David McLellan: No report.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: No report.

CHIEF'S REPORT:

DISCUSSION ITEMS:

Presented by Captain Darin VanderVeur:

Capt. VanderVeur presented a power point presentation regarding a "gap analysis" regarding the training at the department. Explained by the Chief was that the report was done in less than 2 months, but it proved to be informative in many areas. There is a definite need for implementation of additional procedures and training. Discussion followed regarding costs of hiring a designated training officer. Tom Bearden noted that he did not see the need right now. Discussion followed with no decision made. Capt. VanderVeur was thanked for preparing an excellent report.

ACTION ITEMS:

1. **SCBA Grant:** Chief Benn noted that our SCBA's are 20 years old and in searching for grant assistance, we discovered that several other departments need SCBA's as well. Those departments would be the City of Hoquiam, Grays Harbor Fire District #5, City of Elma, and Grays Harbor Fire District #1. A Memo of Understanding would need to be written with these agencies. Our portion of the grant would be a \$15,000 commitment. The total amount of the grant would be \$300,000. Discussion followed with a motion made by Tom Bearden to authorize Chief Brown to sign the Memo of Understanding. Motion seconded by Tom Aronson. Motion carried.
2. **Hose Testing:** Chief Benn stated he would like authorization to sign a contract for hose testing to be done. The cost is \$6,000. A motion was made by Sam Schlegel to authorize Chief Benn to sign a contract for the annual hose testing in the amount of \$6,000. Motion seconded by Tom Bearden. Motion carried.
3. **COVID-19 Vaccination:** Vaccines are now being provided to the EMS responders. Most have had their first round of shots. More will be scheduled next week.
4. **Firefighter Academy:** Currently in progress with 4 new recruits; classes are taken place 1 or 2 times a week.
5. **Annexation of Rust Property:** Chief Benn stated that a SEPA review for the Rust property is nearly done.
6. **GHEMS Support Letter:** Chief Brown has provided to the board a request from the EMS office to ask for support of funding for the office. The board concurred that a letter of support could be sent provided by Chief Brown.
7. **DNR Surplus Program:** Chief Benn stated that a new tender for the beach may be coming through the DNR. It is like the ones we have and is no cost to us or possibly very little money.
8. **Snure Seminar in February:** Our attorney Brian Snure has a seminar scheduled February 26, 2021. If interested, please let Chief Benn know so he can schedule you.
9. **Paramedic Hire:** Paramedic Christy Pater will be leaving our department as she has received a paramedic/firefighter position in Snohomish.

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10. **Part time Hires:** Chief Benn stated the plan was to begin in January. It did not happen due to a few reasons which included the pay, acceptance from the personnel who met the criteria and whether we were doing it right. Basically, in speaking to our attorney, Brian Snure, we have been paying our volunteers for taking transports incorrectly. Verbiage from Brian Snure states "A fire department may pay its volunteers a sum not to exceed twenty percent of what it pays its paid fire fighters for similar services." Basically, we have been paying our volunteers for transports incorrectly and it needs to be corrected. A new proposal has been created and it is as follows:

Minimum Wage-\$13.61 per hour for part time/paid program.

Step 2-\$14.00 per hour for part time/paid program.

Step 3-\$15.00 per hour for part time/paid program.

Step 4-\$16.00 per hour for part time/paid program.

Transport Incentive-Off Duty Transport-\$25.00 per hour.

Discussion followed with a motion made by Tom Bearden to approve the part time/paid program as presented above. Motion seconded by Tom Aronson. Vote taken, Fred Schroeder, Sam Schlegel voted yes. Dave McLellan voted no. Motion carried.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. No action was taken.

CORRESPONDENCE:

None.

UNFINISHED BUSINESS.

None.

NEW BUSINESS:

- a. **Approval of Commissioner Timecards:** Commissioner timecards were approved as presented. David McLellan made a motion to accept the timecards as presented. Motion seconded by Sam Schlegel. Motion carried.
- b. **Resolution 2021-01:** A motion was made by Tom Bearden to approve Resolution 2021-01 transferring \$400,000 from the ambulance fund to the expense fund as written. Motion seconded by Tom Aronson. Motion carried.
- c. **Resolution 2021-02 Notice of Hearing:** A motion was made by Tom Bearden to approve Resolution 2021-02 regarding a Notice of Hearing for the Rust annexation. Motion seconded by Tom Aronson. Motion carried.

FUTURE MEETINGS:

February 11, 2021-Board for Volunteer Firefighter Board Meeting-4:30 PM-Training Center.

February 11, 2021: Governance Board Meeting-5:00 PM-Training Center.

ADJOURN:

A motion was made by Tom Bearden to adjourn the meeting at 7:44 PM. Motion seconded by Dave McLellan. Motion carried.