



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



GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
February 11, 2021-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 on a Zoom platform in addition to the Governor lifting restrictions for an in-person meeting. 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 (arrived late due to Zoom issues) Westport City representative Tom Aronson was absent. Chief Dennis Benn was present along with Battalion Chief Daryl Brown. Governance Board Secretaries Diane McNett and Teresa Hart were present on the Zoom platform. Paul Barrow, EMT was present on a Zoom platform.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$127,497.87 and the Vouchers 2021-044 through 2021-084 totaling \$64,274.67. Included under New Business 15.b. Resolution #2021-03 Transfer of \$300,000 Funds from Investment Pool from 040 to the Cash of 040. 15.c. Resolution #2021-04 transferring \$300,000 from Ambulance Fund to the Expense Fund.

Announcements, Proclamations, Presentations: A public hearing was held regarding the annexation of the Rust property. A notice had been placed in the newspaper and posted in 3 separate locations. Comments were requested by Chief Benn, with no response.

Public Comments:

None.

Consent Agenda:

- a. **Approval of governance board minutes meeting from January 14, 2021:** A motion was made by Dave McLellan to approve the minutes from January 14, 2021. Motion seconded by Tom Bearden. Motion carried.
- b. **Approval of payroll 02-01-2021 through 02-28-2021 totaling \$127,497.87:** A motion was made by Tom Bearden to approve the payroll from 02-01-2021 through 02-28-2021 in the amount of \$127,497.87. Motion seconded by Dave McLellan. Motion carried.
- c. **Approval of Voucher 2021-044 through Voucher 2021-084 totaling \$64,274.67:** Dave McLellan made a motion to approve Voucher 2021-044 through Voucher 2021-084 in the amount of \$64,274.67. Motion seconded by Tom Bearden. Motion carried.

PAGE 2-BOARD MEETING MINUTES-FEBRUARY 2021:

SIGNING OF VOUCHERS:

Board members signed the approved vouchers.

BOARD COMMITTEE REPORTS:

- a. **Contract Committee-Chief Dennis Benn:** Chief Benn noted that we are working on preparing contracts for 2021.

BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: No report.

Commissioner District Two Tom Bearden: No report.

Commissioner District Three David McLellan: David reported that 312 will be at the department shortly. Radios are being installed.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: No report.

CHIEF'S REPORT:

DISCUSSION ITEMS:

1. **COVID Vaccines:** All personnel who were enrolled in the vaccination program have received their vaccination shots.
2. **Working on a New Paramedic Hire:** Chief Benn stated they are working on a new paramedic hire due to Christie Pater leaving the department.
3. **Annexation of Rust Property:** The public hearing was held tonight and since there was no opposition the proposal will now go before the Grays Harbor County Boundary Board.
4. **Grays Harbor EMS:** Due to funding from the Transit Authority ceasing, there may be a time in the near future when Grays Harbor EMS will invoice for their services.
5. **Volunteer Recruitment:** Chief Brown and Chief Benn may do door knocking in Ocosta to try and recruit volunteers.
6. **Begin the process of going out to bid for "Structural Stability"/Architecture":** Chief Benn would like the board to consider forming a committee to further look at the bid process.
7. **Part-time Program:** Chief Benn stated that our first month has gone well. We should have a better understanding of effort involved at the end of the month.
8. **Dune trails standpipes:** Needed are 9 standpipes that cost \$2000 each. The City of Westport owns them but would like us to consider the responsibility of paying for their replacements. Our thought was that we aren't responsible for the cost of replacing them.
9. **Steri-cycle:** Chief Benn would like to enter into a contract for drug disposal. The City doesn't want the drugs being destroyed in the manner we have before, so an alternative method is being looked at. The cost to destroy the drugs would cost approximately \$60 to \$100 a month. The board agreed that a contract should be created.
10. **Shoalwater Tribe:** The Shoalwater Tribe has purchased a used Wildfire DNR fire truck. It holds 1600 gallons of water. They intend to use it for wildfires on their property and have 10 volunteers from their area signed up for their program.
11. **Chief Benn would like the board to consider a raise for Tom Jensen.** Tom has worked diligently on many projects and has many more projects planned. Discussion followed with Dave McLellan making a motion to increase Tom Jensen's pay to \$20 per hour. Motion seconded by Tom Bearden. Motion carried.

PAGE 3-BOARD MEETING MINUTES-FEBRUARY 2021:

12. Budget Workshop: Chief Benn would like to schedule a budget workshop. March 4, 2021 at 10:00 AM, Training Center was selected for the time and place.

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 Tom Bearden. Motion carried.
- b. **Resolution 2021-03:** A motion was made by Dave McLellan to approve Resolution 2021-03 transferring \$300,000 from the investment pool (040) to the cash of 040 fund as written. Motion seconded by Tom Bearden. Motion carried.
- c. **Resolution 2021-04 Notice of Hearing:** A motion was made by Dave McLellan to approve Resolution 2021-04 transferring \$300,000 from the Ambulance Fund to the Expense Fund to pay monthly bills. Motion seconded by Tom Bearden. Motion carried.

FUTURE MEETINGS:

March 4, 2021-Budget Workshop-10:00 AM-Training Center.

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

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

EXECUTIVE SESSION FOR 15 MINUTES TO DISCUSS PERSONNEL ISSUES-No action to be taken.

The Board adjourned to executive session for 15 minutes at 5:42 PM.

Back in session at 5:57 PM. No action taken.

ADJOURN:

A motion was made by Tom Bearden to adjourn the meeting at 5:58 PM. Motion seconded by Dave McLellan. Motion carried.