



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



GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
March 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 and Westport City representative Tom Aronson. Chief Dennis Benn was present along with Battalion Chief Daryl Brown. Governance Board Secretaries Diane McNett present. Teresa Hart, Board Secretary was absent. Present on the Zoom platform was Paul Barrow, EMT SBRFA.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$117,087.68 and the Vouchers 2021-085 through 2021-127 totaling \$68,790.65.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of governance board minutes meeting from February 11, 2021:** A motion was made by Dave McLellan to approve the minutes from February 11, 2021. Motion seconded by Tom Bearden. Motion carried.
- b. **Approval of payroll 03-01-2021 through 03-31-2021 totaling \$117,087.68:** A motion was made by Tom Bearden to approve the payroll from 03-01-2021 through 03-31-2021 in the amount of \$117,087.68. Motion seconded by Dave McLellan. Motion carried.
- c. **Approval of Voucher 2021-085 through Voucher 2021-127 totaling \$68,790.65:** Tom Bearden made a motion to approve Voucher 2021-085 through Voucher 2021-127 in the amount of \$68,790.65. Motion seconded by Tom Aronson. Motion carried.

SIGNING OF VOUCHERS:

Board members signed the approved vouchers.

PAGE 2-GOVERNANCE BOARD MEETING MINUTES- MARCH 2021:

BOARD COMMITTEE REPORTS:

- a. **Contract Committee-Chief Dennis Benn:** Chief Benn noted that we are working on preparing contracts for 2021. Contracts will be mailed this month.

BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: Tom Aronson apologized for being absent at last month's meeting.

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:

ACTION ITEMS: Chief Benn noted that Chairman Schroeder had certified the list of firefighters for the Board for Volunteer Firefighter Pension.

DISCUSSION ITEMS:

1. **Surplus of Old Ladder Truck.** Westport's old 8021 Ladder Truck has been released. Proceeds from the truck was \$3,550.37.
2. **Big Ed:** Chief Benn received a telephone call from a gentleman named "Big Ed". He has recently purchased property in South Aberdeen that is next to the Coca-Cola plant in Aberdeen. Aberdeen Fire Department will not service his fire needs as he is in "no man's land". He cannot get a permit to build anything until he secures fire department service. Basically, Big Ed would like the board to consider the RFA to be the responding agency. Discussion then took place as to the probability that this could be achieved with the consensus that the RFA would not be able to do it. Chief will advise Big Ed. Of consideration for Big Ed is that the citizens on Bigelow Hill have an existing contract, of which he will try to become a part of. His problem could be potentially resolved provided he can join the existing contract.
3. **Grays Harbor EMS:** The RFA will now be invoicing us for trainings which we have previously received at no cost. The EMT class will cost \$800 per student. Chief suggested that we prepare an EMT education agreement much like our current Paramedic agreement.
4. **Volunteer Recruitment:** Both Chiefs Benn and Brown met with the Ocosta Rec Hall trustees about volunteer recruitment. One prospective resident of Ocosta is interested. We do need a total of 5. Tom Aronson stated we might want to invite high school age children to join the fire service programs. Chief Brown stated he had been thinking about such a program. More information will be obtained.
5. **Structural Stability/Architecture:** Chief Benn would like to begin the process of going out to bid for obtaining the structural stability of the Grayland station. Chief would like to form a committee. Tom Bearden has volunteered along with both Chief Benn and BC Brown to form the "Structural Stability-Architecture" Committee.
6. **Part Time Program:** We have now completed our first part time program and things have gone well.
7. **Dune-trail Standpipes:** Chief Benn stated he has met with the State Parks representative who is looking to see if the State Parks is willing to replace the standpipes. Currently Chief does not have an answer.
8. **Yesterday we held a budget workshop and the process at this time is going well. The strategic plan was used.**

PAGE 3-GOVERNANCE BOARD MEETING MINUTES-MARCH 2021:

Tom Bearden questioned whether it would be possible to get bi-weekly emails regarding the activities and/or concerns regarding the department. Chief Benn stated he could easily do that.

Discussion then took place over the replacement of a tender. Chief stated that they recently had found a 2008 Peterbilt, 340-gallon water truck that could have been purchased on GovDeals for \$75,000. It sold very quickly. Chief's concern is that there have been opportunities missed for bidding, as it is hard to get the approval from the board in a timely fashion, to make such a purchase. We do have \$100,000 designated in the budget for apparatus replacement. Based on this, the Chiefs were requesting the board to authorize the approval of making an expenditure without bringing the information to the board. Chairman Schroeder suggested if such an apparatus is found, a phone poll can easily be done. Dave McLellan then made a motion to authorize the Chiefs the authority to bid on a tender, cost to not exceed \$100,000, should it meet the specifications for the Regional Fire Authority. Motion seconded by Tom Aronson. Vote was taken. Sam Schlegel voted no. Fred Schroeder, Tom Aronson, Tom Bearden, and Dave McLellan voted yes. Motion passed.

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.

FUTURE MEETINGS:

April 8, 2021: 4:30 PM-Board for Volunteer Firefighter Board.

April 8, 2021-5:00 PM-Governance Board Meeting.

EXECUTIVE SESSION FOR 20 MINUTES TO DISCUSS POTENTIAL LITIGATION-No action to be taken:

The Board adjourned to executive session for 20 minutes at 5:56 PM.

Back in session at 6:16 PM. No action taken.

ADJOURN:

A motion was made by Tom Bearden to adjourn the meeting at 6:16 PM. Motion seconded by Dave McLellan. Motion carried.