



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



GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
October 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 as the Governor has lifted restrictions for an in-person meeting. It was noted that the Zoom information had been posted on the SBRFA website for those who did not want to attend in person 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, the City of Westport representative Tom Aronson absent. Chief Dennis Benn was present with Chief Daryl Brown present. Governance Board Secretary Diane McNett present. Governance Board Secretary Teresa Hart was absence. Captain Darin VanderVeur and Jeremy Causey, Local 3689 President were present. Keith Zelepuza, EMT was present on a Zoom platform.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$123,463.48 and the Vouchers 2021-364 through 2021-409 totaling \$95,613.74. Resolution 2021-08, Resolution 2021-09 declaring surplus are listed under 14. New Business and b. Resolution 2021-10 regarding Health care request is listed under 14. New Business c.

Announcements, Proclamations, Presentations:

Chief Benn presented Captain VanderVeur and noted that Captain VanderVeur had recently attended a conference in St. Louis, Missouri that was specific to “new station design”. The presentation was lively with a wide array of ideas. The time is now to begin planning stated Captain VanderVeur as he shared valuable insight into how to implement the start-up. Discussion followed regarding how best to share information and to keep the board informed. A motion was made by Sam Schlegel to add to the agenda in January 2022, “New Station Design.” This will be before the Chief’s Report which currently is Number 10 on the agenda. “New Station Design” will now be #10 and the Chief’s Report will be #11. All other topics will reflect the change in numbers. Motion seconded by Dave McLellan. Motion carried. The committee Chief VanderVeur is recommending will consist of Chief VanderVeur, a career staff employee and a part time volunteer. All committee meeting/reports will be provided to the governance board members at the monthly governance meeting. The next conference will be announced soon, and Captain VanderVeur stated it would be a worthwhile trip to attend and gather more information.

Public Comments:

None.

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Consent Agenda:

- a. **Approval of governance board minutes meeting from September 9, 2021:** A motion was made by Dave McLellan to approve the minutes from September 9, 2021. Motion seconded by Tom Bearden. Motion carried.
- b. **Approval of payroll 10-01-2021 through 10-31-2021 totaling \$123,463.48:** A motion was made by Tom Bearden to approve the payroll from 10-01-2021 through 10-31-2021 in the amount of \$123,463.48. Motion seconded by Dave McLellan. Motion carried.
- c. **Approval of Voucher 2021-364 through Voucher 2021-409 totaling \$95,613.74:** Sam Schlegel made a motion to approve Voucher 2021-364 through Voucher 2021-409 in the amount of \$95,613.74. Motion seconded by Tom Bearden. Motion carried.

Signing the Vouchers:

Board members signed the approved vouchers.

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: Sam stated he would like to have a light looked at the North Cove Grange. Chief Benn and Chief Brown stated they would check it out and advise Sam when it is completed.

CHIEF'S REPORT:

DISCUSSION ITEMS:

1. **Captains Testing:** Chief Benn stated that we had hired a third-party testing company to perform "Captain's Testing" for us. He reported that the testing went well with the two candidates, to fill two projected positions, Captain Bell and Captain VanderVeur. Captain Bell has retired, and Captain VanderVeur will be moving to the "training division." Chief Benn presented an operational responsibilities and organizational flow chart for informational purposes.
2. **Possible Contract with Mini-Storage:** Chief has received an inquiry about the mini storage being annexed into our service area. This is not the mini storage that is next door to our property so Chief explained how it must be continuous property to be considered.
3. **Budget Workshop:** A date should be selected soon so we can begin the process.
4. **Flu Shots:** A successful flu shot event was held with Nurse Janet. The total number served was just shy of 100.
5. **Grays Harbor EMS Inter-local Agreement Update:** Status quo currently. No update.
6. **Truck Dodge Dakota:** The recent truck that was received recently by bid has been received and is up and running.
7. **Truck -DNR Jeep:** Chief Brown was recently at the DNR and was asked if we would like a vehicle at no charge. The Jeep is now in our possession, and we are waiting for the paperwork.

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8. Minimum Wage Increase in January:

- a. Washington State is increasing the minimum wage starting of January of 2022.
- b. Current minimum wage is \$13.69 per hour. It will increase .80 cents to \$14.49 per hour.
- c. We will need to increase our minimum wage to \$14.49 per hour. Chief stated he suggest we raise our step wages by \$1.00 per hour.
- d. $365 \times 24 \times \$1.00 = \$8,760$.

9. Pre-fire Planning:

- a. We have purchased some Pre-Fire Planning Software. We did this for a couple of reasons; to help with uniformity of pre-fire planning, to get vital information to the responders, to help us with maintaining our WSRB rating.

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.

Sam Schlegel made a motion to approve the payment of the commissioner's timecards as prepared. Motion seconded by David McLellan. Motion carried.

NEW BUSINESS:

Resolution 2021-08 was presented declaring surplus the 2003 Dodge Caravan. Motion was made by David McLellan to approve Resolution 2021-08 as presented. Motion seconded by Tom Bearden. Motion carried.

Resolution 2021-09 was presented declaring surplus the 2004 Ford Explorer. Motion was made by Tom Bearden to approve Resolution 2021-09 as presented. Motion seconded by Sam Schlegel. Motion carried.

Resolution 2021-10 was presented authorizing South Beach Regional Fire Authority to participate in the Washington State Insurance Plans. Dave McLellan made a motion to authorize and approve Resolution 2021-10 to participate in the WA State Insurance Plan. Motion seconded by Tom Bearden. Motion carried.

FUTURE MEETINGS:

- a. November 11, 2021: 4:30 PM-Board for Volunteer Firefighter Board.
- b. November 11, 2021: 5:00 PM-Governance Board Meeting.

ADJOURN:

A motion was made by Sam Schlegel to adjourn the meeting at 6:59 PM. Motion seconded by David McLellan. Motion carried.