



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



GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
December 09, 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 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 present. Chief Dennis Benn, Battalion Chief Daryl Brown, 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 \$122,863.74 and the Vouchers 2021-453 through 2021-482 totaling \$68,449.52. Under 16.a. Resolution 2021-14 will be presented.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Executive Session:

The governance board adjourned to executive session for personnel matters at 5:03 PM, for a maximum of 30 minutes with no action to be taken. Back in session was announced by Chairman Schroeder for the meeting to resume at 5:16 PM. No action was taken.

Consent Agenda:

- a. **Approval of governance board minutes meeting from November 11, 2021:** A motion was made by Sam Schlegel to approve the minutes from November 11, 2021. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 12-01-2021 through 12-31-2021 totaling \$122,863.74:** A motion was made by David McLellan to approve the payroll from 12-01-2021 through 12-31-2021 in the amount of \$122,863.74. Motion seconded by Sam Schlegel. Motion carried.
- c. **Approval of Voucher 2021-453 through Voucher 2021-482 totaling \$68,449.52:**

PAGE 2-GOVERNANCE BOARD MEETING MINUTES-DECEMBER 2021:

Tom Bearden made a motion to approve the payment of Voucher 2021-453 through Voucher 2021-482 totaling \$68,449.52. Motion seconded by David McLellan. 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 wondered why we must get an OK to go to hospitals other than Aberdeen and South Bend? Chief Benn stated that we must follow state law and go to the nearest hospital for initial treatment.

NEW STATION DESIGN-REPORT/CAPTAIN VANDERVEUR:

No report until January 2022.

CHIEF'S REPORT:

ACTION ITEMS:

1. **Election of Chair and Vice-Chair:** Due to the schedule of Governance Board Member Sam Schlegel it was suggested that the election of Chairman and Vice-Chairman be held at this meeting. The board agreed. Tom Bearden made a motion to nominate Alfred Schroeder as Chairperson. Nomination seconded by David McLellan. No other nominations were received. Voting then took place with all governance board members voting for Alfred Schroeder as Chairperson. Sam Schlegel made a motion to nominate David McLellan as Vice-Chairman. Nomination seconded by Tom Bearden. No other nominations were received. Voting then took place with all governance board members voting for David McLellan as Vice Chairman.
2. **EMT Education Support:**
 - a. **Change allowance from \$1,200 to \$1,500:** Chief Benn presented a proposal to the board that the education support for EMT class be increased to \$1,500 due to the increase in fees. Sam Schlegel made a motion to increase the education support effective 12-11-2021 to not exceed \$2,000. Motion seconded by Tom Bearden. Motion carried.
3. **Interlocal Agreement with Grays Harbor County for Professional Services, a one-year agreement allowing payroll services to continue:**

Chief Benn presented to the governance board, the 2022 interlocal agreement regarding Grays Harbor County servicing our payroll needs. Based on the proposal, the cost is \$249 per employee per year. Sam Schlegel made a motion to accept and sign the 2022 interlocal agreement with Grays Harbor County as written. Motion seconded by Tom Aronson. Motion carried.

DISCUSSION ITEMS:

1. **March 11, 2022, Meeting:** Chief Benn noted that he will be gone for the March 11, 2022 board meeting.

PAGE 3-GOVERNANCE BOARD MEETING MINUTES-DECEMBER 2021:

2. **Annual Chief's Performance Review:** An appointment will be set up with BC Daryl Brown by the Board to review and discuss Chief Benn's contract. This will include his salary and benefits.
3. **PEBB Insurance:** We are in the process of transferring to PEBB for medical insurance. New benefits begin January 2022.
4. **Budget Time-Line:** Chief Benn would like to hold another workshop in February, discussion further in March, final approval in April and deliverable to Grays Harbor County in May.
5. **Medic 312 Remount:** Our unit is at Braun Northwest, and we should expect completion in approximately 90 days.
6. **EMS Rate Increase:** We are considering a rate increase, which will align us more with other transporting agencies.
7. **Shoalwater Discussion:** The Shoalwater Tribe has requested a MOU from us. Chief Benn stated he would like Brian Snure to assist us in writing this agreement.
8. **Assistance to Firefighters Grant:** We were not successful in the 2020 grant process. We will attempt again in this 2021 grant cycle. Chief Brown has submitted to the AFG for SCBA's. More information to follow when confirmation is received. We are not eligible for a micro grant this year.
9. **Automation External Defibrillator Purchase:** Our current defibrillators are beginning to fail and are no longer serviceable. This item has been budgeted in 2022. Presented for the board's approval was a quote of \$18,513.98 for 1 99425-000025 CPO Life Pak 1000. Sam Schlegel made motion to purchase from Stryker the CPO life Pak 1000 at a cost of \$18,513.98. Motion seconded by Tom Aronson. Motion carried.
10. **PPE Purchase:** Chief Benn stated that \$15,194.82 of Personnel Protective Equipment which includes boots and helmets have been purchased. This is to replace non-compliant gear which the crews have been using. David McLellan made a motion to approve the expenditure of \$15,194.82. Motion seconded by Sam Schlegel. 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.

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:

- a. **Resolution 2021-14-Obligor Resolution-Financing for Ambulance Remount:** Resolution 2021-14 was presented as written. David McLellan made a motion to approve Resolution 2021-14 as written. Motion seconded by Sam Schlegel. Motion carried. The resolution was an official statement regarding the financing secured through Kansas City State Bank.

PAGE 4-GOVERNANCE BOARD MEETING MINUTES-DECEMBER 2021:

FUTURE MEETINGS:

- a. January 13, 2022: 4:30 PM-Board for Volunteer Firefighter Board.
- b. January 13, 2022: 5:00 PM-Governance Board Meeting.

ADJOURN:

Sam Schlegel made a motion to adjourn the meeting at 6:12 PM. Motion seconded by Tom Aronson. Motion carried.