



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



**GOVERNANCE BOARD MEETING MINUTES**  
**805 State Route 105 East, Westport, WA 98595**  
**January 13, 2022-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 absent, 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. Battalion Chief Darin VanderVeur present.

**Flag Salute:**

The Pledge of Allegiance was recited.

**EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES FOR A MAXIMUM OF 15 MINUTES WITH NO ACTION TO BE TAKEN: TIME WAS 5:02 PM.**

**Time: 5:17 PM Board Chairman Schroeder requested 5 more minutes.**

**BACK IN SESSION 5:22 PM: Board Chairman Schroeder stated the meeting is back in session with no action to be taken.**

**Agenda Modifications:**

Agenda modifications were the payroll of \$129,927.79 and the Vouchers 2022-001 through 2022-045 totaling \$68,449.52. Executive session requested by Chief Benn to discuss personnel issues with no action to be taken. Time requested was not to exceed 15 minutes with possibly earlier than that.

**Announcements, Proclamations, Presentations:**

None.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of governance board minutes meeting from December 9, 2021:** A motion was made by David McLellan to approve the minutes from December 9, 2021. Motion seconded by Tom Aronson. Motion carried.

**PAGE 2-GOVERNANCE BOARD MEETING MINUTES-JANUARY 2022:**

- b. Approval of payroll 01-01-2022 through 01-31-2022 totaling \$129,927.79:** A motion was made by David McLellan to approve the payroll from 01-01-2022 through 01-31-2022 in the amount of \$129,927.79. Motion seconded by Tom Aronson. Motion carried.
- c. Approval of Voucher 2022-001 through Voucher 2022-045 totaling \$138,083.45:** Tom Aronson made a motion to approve Voucher 2022-001 through Voucher 2022-045 totaling \$138,083.45. 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 Bearder:* Absent. No report.

*Commissioner District Three David McLellan:* No report.

*Commissioner District Four Fred Schroeder:* No report.

*Commissioner District Five Sam Schlegel:* Sam stated Frank Porembski would be returning his commissioner shirt.

**NEW STATION DESIGN-REPORT /BATTALION CHIEF VANDERVEUR:**

BC Vander Veur reported that the new station design committee has been formed during the first meeting held January 8, 2022. The representatives are as follows:

Chair-BC VanderVeur

Admin Representative-BC Brown

FF and EMS Employee Representative-Keith Zelepuza, EMT

Part Time Employee Representative-Trisha Hubbard, EMT

Reserve Volunteer Representative-Coleena Curry, EMT

Presented to the board was the goals and directives that were established on January 8<sup>th</sup>. Information will be gathered for possible locations of the future station will take place. There is a conference in Rosemount, Illinois May 24-26, 2022. The board directed to BC VanderVeur to obtain the cost for three attendees to go. The board will then consider authorizing the expense.

**CHIEF'S REPORT:**

**ACTION ITEMS:**

- 1. Approval of MOU with Shoalwater Tribe:** Chief Benn read the MOU prepared by Attorney Snure. The agreement identifies the need for a fire station in the Southern end of the SBRFA above the Tsunami Inundation Area. Details include cooperative efforts, terms, finances, and benefits. David McLellan made a motion to approve the MOU effective 1-13-2022 as written. Motion seconded by Tom Aronson. Motion carried.
- 2. DNR Brush Truck:** BC Brown stated that we have been awarded a surplus or refurbished brush truck. It was received through the FF Assistance Program with stipulations that include completion within one year time. The phase 2 portion of the grant will allow up to \$18,000 allowed for necessary repairs. The recommendation from all chiefs is that this truck would work well within our needs and was worth the time and effort. A motion was made by David McLellan

**PAGE 3-GOVERNANCE BOARD MEETING MINUTES JANUARY 2022:**

that we accept the agreement and follow it to the necessary specifications. Motion seconded by Tom Aronson. Motion carried. Our current brush truck is a 1994 vehicle and is in need of being replaced.

3. **EMS Rate Increase:** Chief Benn stated we have discussed this last month. After researching other departments fees, Chief Benn is recommending we increase our rate to align with our neighboring areas. It has been years since an increase. In looking at the survey, the rates should be increased by 3%. Further information will be provided at our next meeting.

**DISCUSSION ITEMS:**

**Monthly Call Volume:**

Chief Benn distributed a report on the monthly calls. The month of December showed 152 calls for the month with the average per day at 4.9. Governance Board Member Sam Schlegel wondered when the biggest month was. Chief Benn stated that September and February seem to be the largest.

**AED's:**

We have purchased ten refurbished AEDs to replace our old, non-serviceable AED's.

**2021 BUDGET:**

The budget looks to be well within the compounds of the amounts predicted. We are just completing the final figures. We will be meeting with the County Assessor's office on Wednesday for further information.

**STAFFING MODEL WORKSHOP:**

Chief Benn stated that he would like to schedule a staffing model workshop next Friday January 21<sup>st</sup> at 1:00 PM. In addition, Chief will be offering a open public act and PRA class for the governance board commissioner certifications. These classes are necessary for elected commissioners.

**BUDGET TIME-LINE:**

- a. Workshop in February to solidify numbers.
- b. Discussion in March.
- c. Approval in April.
- d. Delivered to Grays Harbor County in May.
- e. Discuss alternative budget.

**NEW MEDIC:**

Cyprian Ravery, Paramedic has been hired as our new Paramedic. He lives in Puyallup and would be here at this moment, however he is on a call at the moment, stated Chief Benn.

**EXECUTIVE SESSION:**

Chief Benn stated he would like an executive session at the end of the meeting to discuss personnel issues for a period of up to 15 minutes with no action to be taken.

**DEPARTMENT REPORTS:**

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. It was noted that one of the pending volunteer medical claims had been closed by the Board of Volunteer Firefighters due to the results of IME.

**CORRESPONDENCE:**

None.

**PAGE 4-GOVERNANCE BOARD MEETING MINUTES JANUARY 2022:**

**UNFINISHED BUSINESS.**

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

**NEW BUSINESS:**

**TRAINING CENTER:** Noted by BC VanderVeur there are several training opportunities for the public, companies, and school employees. CPR will be available for instruction. In addition, the State Fire Academy has begun with the graduation date of May 12, 2022. The class is funded through the State, fourteen are enrolled with five from our department. When graduation occurs, the students will have achieved FF1 and Haz Mat.

**FUTURE MEETINGS:**

- a. January 21, 2022: 1:00 PM-Staffing Workshop.
- b. February 10, 2022: 4:30 PM-Board for Volunteer Firefighter Board.
- c. February 10, 2022: 5:00 PM-Governance Board Meeting.

**EXECUTIVE SESSION: The board adjourned to executive session at 6:12 PM for up to 15 minutes to discuss personnel issues with no action to be taken.**

**BACK IN SESSION: Chairman Schroeder announced back in session at 6:24 PM with no action taken.**

**ADJOURN:**

David McLellan made a motion to adjourn the meeting at 6:25 PM. Motion seconded by Tom Aronson. Motion carried.