



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



**GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
February 10, 2022-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 present, 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.

Agenda Modifications:

Agenda modifications were the payroll of \$163,660.17 and the Vouchers 2022-046 through 2022-086 totaling \$80,369.61. 15.a) Resolution 2022-10 will be presented and 15.b) Chief's salary will be discussed.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of governance board minutes meeting from January 13, 2022:** A motion was made by David McLellan to approve the minutes from January 13, 2022. Motion seconded by Tom Bearden. Motion carried.
- b. **Approval of governance special board meeting minutes from January 31, 2022:** A motion was made by Tom Bearden to approve the special board meeting minutes from January 31, 2022. Motion seconded by Tom Aronson. Motion carried
- c. **Approval of payroll 02-01-2022 through 02-28-2022 totaling \$163,660.17:** A motion was made by David McLellan to approve the payroll from 02-01-2022 through 02-28-2022 in the amount of \$163,660.17. Motion seconded by Tom Aronson. Motion carried.
- d. **Approval of Voucher 2022-046 through Voucher 2022-086 totaling \$80,369.61:** Tom Bearden made a motion to approve Voucher 2022-046 through Voucher 2022-086 totaling \$80,369.61. Motion seconded by David McLellan. Motion carried.

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Signing the Vouchers:

Board members signed the approved vouchers.

BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: No report.

Commissioner District Two Tom Bearden: Absent. No report.

Commissioner District Three David McLellan: No report.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Sam Schlegel questioned what had happened to the cell phones not having the 911 calls coming through. BC Brown stated that there had been changes in the plan we have and that it would be back to normal soon.

NEW STATION DESIGN-REPORT/BATTALION CHIEF VANDERVEUR:

BC Vander Veur stated that a meeting would be held the end of February. Sheriff Scott has been contacted and may assist with designing the station. The sheriff department simply needs a small office area where they could have a computer and a desk. In addition, BC VanderVeur stated he would be writing a letter to the Department of Fish and Wildlife asking for the utilization of their parking area. Currently Fish and Wildlife has a sub station only out of Coast Guard. Sam Schlegel questioned the dollar figures. BC VanderVeur stated the committee had not gotten that far. BC VanderVeur added that the tsunami evacuation tower is of top priority.

CHIEF'S REPORT:

ACTION ITEMS:

1. **EMS Rate Increase: RESOLUTION 2022-20:** Chief Benn noted that RESOLUTION 2022-20 was written regarding the ambulance rate charges. A recent poll of our neighboring districts regarding ambulance rates showed a deficiency in our current rates. The resolution was written to be in line with the cost of living and the price of fuel. A motion was made by Tom Bearden to approve RESOLUTION 2022-20 as written. Motion seconded by Tom Aronson. Motion carried.
2. **EF Recovery: RESOLUTION 2022-30:** BC Brown noted that RESOLUTION 2022-30 was needed to specify what is charged when a situation occurs that EF Recovery can put through a billing process. The resolution applies to those citizens who do not live in our response area. A motion was made by David McLellan to approve RESOLUTION 2022-30 as written. Motion seconded by Tom Bearden. Motion carried.
3. **CREDIT CARD MOTION:** Battalion Chief Daryl Brown has recently been updating our credit cards with First Security Bank. Our current credit card policy states that Chief Benn has the authority to assign a designee to act on his behalf. A motion is being sought from the board to Authorize BC Chief Daryl Brown to be the designee. Motion made by Tom Aronson to designate Battalion Chief Daryl Brown to be authorized to act on South Beach Regional Fire Authority's credit card account regarding credit limits and card assignees. Motion seconded by Tom Bearden. Motion carried.
4. **SQUARE ACCOUNT:** Chief Benn stated that we need a credit card processing system that would serve for both the recently established CPR public training and the

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receipt of billing accounts. Researched by BC Brown was the square system, which has a minimal charge for service fee and could be readily available at several locations. Chief Benn stated he would like a motion to approve opening a separate bank account at First Security Bank for the square receipting to be received. The signors on the account would be BC Daryl Brown, BC Darin VanderVeur and Admin Assistant Teresa Hart. A motion was made by Tom Aronson to approve establishing a bank account at Security State Bank for the sole purpose of capturing charges on the "Square "system. The signors shall be the following: BC Daryl Brown, BC Darin VanderVeur, Admin Assistant Teresa Hart. Motion seconded by Tom Bearden. Motion carried.

DISCUSSION ITEMS:

Monthly Call Volume:

Chief Benn distributed a report on the monthly calls. There were 148 calls for the month of January with the average of 4.77 per day.

OPEN PUBLIC MEETING ACT: Chief Benn distributed certificates for the commissioners who attended the open public meeting act recently held.

MEDIC 311 UPDATE: We will be meeting with Braun Northwest on March 2nd to accept our remounted ambulance.

DNR BRUSH UNIT: No update.

BUDGET TIMELINE:

a) Workshop in February to solidify numbers.

b) Discussion in March if needed. Discussed was holding a workshop on March 3 at noon, Training Center. The board agreed this would be helpful. The training center is available.

c) Approval in April.

d) Delivered to Grays Harbor County in May.

STAFFING UPDATE: NEW MEDIC: Chief Benn introduced Cyprien Ravery as our new Paramedic. The board welcomed him.

DISMISSAL OF NON-RESPONDERS: Chief Benn stated that we have cut ties with five volunteers who were having difficulty making minimum requirements.

NEW MEDIC:

Cyprian Ravery, Paramedic has been hired as our new Paramedic. Chief Benn introduced Cyprian to the board. The board welcomed him.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. Paperwork was received regarding the Estate of Chad Mittleider. A motion was made and approved by the Board for Volunteer Fire Fighter to approve the paperwork and submit to the WA BVFF.

CORRESPONDENCE:

None.

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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:

- a) **RESOLUTION 2022-10** Transfer of funds to pay bills. Admin Assistant Teresa Hart distributed **RESOLUTION 2022-10** which authorizes transferring \$600,000 from the SBRFA Excess Levy Fund to the Expense Fund to pay bills. Motion made by Tom Bearden to approve **RESOLUTION 2022-10** as written. Motion seconded by David McLellan. Motion carried.
- b) **CHIEFS SALARY:** David McLellan reported that the board had reviewed Chief Benn's salary. The recommendation was that his salary be adjusted to \$114,500 effective January 1, 2022. This was the first salary increase since Chief Benn was hired in 2017. Motion made by Tom Aronson to increase Chief Dennis Benn salary to \$114,500 effective January 1, 2022. Motion seconded by David McLellan. Motion carried
- c) Chairman Alfred Schroeder stated that the Ocosta Recreation Center would like to have him appointed as the SBRFA representative to their Board. A motion was made by Tom Bearden to authorize Alfred Schroeder as the SBRFA representative to the Ocosta Recreation Center board effective February 10, 2022. Motion seconded by Tom Aronson. Motion carried.

FUTURE MEETINGS:

- a. **March 3, 2022: Noon-Budget Workshop-Training Center.**
- b. **March 10, 2022: 4:30 PM-Board for Volunteer Firefighter Board.**
- c. **March 10, 2022: 5:00 PM-Governance Board Meeting.**

ADJOURN:

Tom Aronson made a motion to adjourn the meeting at 6:07 PM. Motion seconded by David McLellan. Motion carried.