



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



GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
December 8, 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 Four, David McLellan representing Commissioner District Three and Tom Bearden representing Commissioner District Two present. Tom Aronson, Commissioner District One was absent. Sam Schlegel representing Commissioner District Five and Keith Zelepuza, EMT were present on zoom. Present included Chief Dennis Benn and BC Daryl Brown and BC Darin VanderVeur, and Secretary Teresa Hart. Secretary Diane McNett was absent.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$116,894.94 and the Vouchers 2022-444 through 2022-478 totaling \$61,622.27.

Announcements, Proclamations, Presentations:

Presented by BC Darin VanderVeur was a video obtained to demonstrate to the board members the benefits of purchasing a life ring. Discussion followed with Tom Bearden making a motion to purchase the life ring. Motion seconded by David McLellan. Motion carried. The approximate cost is under \$6,000. BC VanderVeur will research and obtain an invoice for payment information.

Public Comments:

None.

Consent Agenda:

- a. **Approval of governance board minutes meeting from November 10, 2022:** Tom Bearden made a motion to approve the minutes from November 10, 2022. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 12-01-2022 through 12-31-2022 totaling \$116,894.94:** David McLellan made a motion to approve the payroll from 12-01-2022 through 12-31-2022 in the amount of \$116,894.94. Motion seconded by Tom Bearden. Motion carried.

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- c. Approval of Voucher 2022-444 through Voucher 2022-478 totaling \$61,622.27; Tom Bearden made a motion to approve Voucher 2022-444 through 2022-478 in the amount of \$61,622.27. 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 questioned whether we would be able to do anything with the station in Tokeland at some point? Discussion followed with the possibility of partnering with the tribe at some point.

NEW STATION DESIGN-REPORT/BATTALION CHIEF VANDERVEUR:

Under Chief's report.

CHIEF'S REPORT-CHIEF DENNIS BENN:

Discussion Items:

1. **Monthly Call Volume and Quarterly Comparison:** Chief Benn presented a monthly and year to date document.
2. **Grays Harbor County Ceasing Payroll Services:** Chief Benn reported that there is not a statutory requirement for Grays Harbor County to provide payroll services to the Districts. At the recommendation of the State Auditor, Grays Harbor County will cease payroll services to the district by December 2023. We will need to find an alternative for payroll.
3. **Medic Student Update:** The medic students are doing hospital time and doing well. It is expected they will return in six weeks.
4. **EMT Class:** Four students are enrolled in the EMT class. BC VanderVeur will be in charge of the Fire Academy in January. Two from our department are enrolled.
5. **Creating a Paramedic hire list:** BC Brown and VenderVeur have gone through the process of advertising and testing. Chief interviews are being scheduled. We expect to hire a new paramedic by mid January. Three potential employees have tested and been ranked.
6. **Station Design Report:** A quote has been received from Brian Harris from TCA, however the quote is for 2 stations. One located south. At this time Chief Benn would like to focus on one station. Chief Benn stated he would construct an email requesting the quote to be changed. Further information will follow.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. No new business.

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CORRESPONDENCE:

None.

UNFINISHED BUSINESS.

Tom Bearden made a motion to approve the commissioner timecards as presented. Motion seconded by David McLellan. Motion carried.

NEW BUSINESS:

None.

FUTURE MEETINGS:

1. January 12, 2023-4:30 PM, Board for Volunteer Firefighter Board.
2. January 12, 2023-5:00 PM, Governance Board Meeting.

ADJOURN:

David McLellan made a motion to adjourn the meeting at 6:04 PM. Motion seconded by Sam Schlegel. Motion carried.