



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



**GOVERNANCE BOARD MEETING MINUTES  
805 State Route 105 East, Westport, WA 98595  
January 12, 2023-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 Four, David McLellan representing Commissioner District Three and Tom Bearden representing Commissioner District Two present. Tom Aronson, Commissioner District One present along with Sam Schlegel representing Commissioner District Five present on zoom. Present included Chief Dennis Benn, BC Daryl Brown, BC Darin VanderVeur, Secretary Teresa Hart and Diane McNett present. Captain Keith Zelepuza, EMT in attendance.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Agenda modifications were the payroll of \$143,563.32 and the Vouchers 2023-001 through 2023-045 totaling \$181,415.83.

**Announcements, Proclamations, Presentations:**

None.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of governance board minutes meeting from December 8, 2022:** David McLellan made a motion to approve the minutes from December 8, 2022. Motion seconded by Tom Aronson. Motion carried.
- b. **Approval of payroll 01-01-2023 through 01-31-2023 totaling \$143,563.32:** Tom Bearden made a motion to approve the payroll from 01-01-2023 through 01-31-2023 in the amount of \$143,563.32. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Voucher 2023-001 through Voucher 2023-045 totaling \$181,415.83:** David McLellan made a motion to approve Voucher 2023-001 through 2023-045 in the amount of \$181,415.83. Motion seconded by Tom Bearden. Motion carried.

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### **Signing the Vouchers:**

Board members signed the approved vouchers.

### **BOARD MEMBER REPORTS:**

*Commissioner District One Tom Aronson:* The Westport City Council has been having meetings regarding the Cold Weather Shelter that is located near the Fire Station. No formal actions have been taken yet.

*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:* No report.

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

BC VanderVeur reported that BC Brown and himself have secured reservations for the Conference in St. Louis, Missouri May 21-May 26, 2023. This conference is regarding designing and building fire stations.

### **CHIEF'S REPORT-CHIEF DENNIS BENN:**

#### **Action Items:**

- 1. New Station Planning Proposal:** Chief Benn distributed the new contract regarding the facility planning support from TCA. This was revised to reflect the planning on one station rather than two. A motion was made by Tom Bearden to approved the proposal of \$33,600 from TCA located in Seattle, WA. Motion seconded by Tom Aronson. Motion carried. The total fee for service is identified in Exhibit A of the contract.
- 2. Sign Bargaining Agreement Contract:** Fred Schroeder and David McLellan represented the board in regard to the 2023-2025 bargaining agreement contract. An agreement has been reached with the new contract printed for the board members review. A motion was made by David McLellan to approve the 2023-2025 bargaining agreement contract as presented. Motion seconded by Tom Bearden. Motion carried.
- 3. Approve New Paramedic Hire:** Chief Benn stated that he has interviewed a new paramedic named Kasey Jo Weigley. Chief would like the board's approval to make it official that Kasey is hired. Tom Bearden made a motion to hire Kasey Jo Weigley effective January 1, 2023. Motion seconded by David McLellan. Motion carried.

#### **Discussion Items:**

- 1. Monthly Call Volume:** Chief Benn distributed to the attendees a detailed year to date report of our call volume.
- 2. Noted by Chief Benn that the final payment has been vouchered this month for the property at the Y. The property will be paid in full with the final payment of \$95,402.56.**
- 3. Grays Harbor County Ceasing Payroll Services:** As noted earlier we will be needing to obtain our own payroll processing by January of 2024. Chief Benn noted that we have been in contact with a vendor: Automatic Data Processing. (ADP) More information to follow.

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4. **Medic Student Update:** All three of our students have completed basic training. They are now at the Williston North Dakota fire department which has five stations. They will be doing shift work and we expect their return possibly the week of February 20<sup>th</sup>. It is going great for them.
5. **Training Center Update:** BC VanderVeur reported that we have the state roof prop during the week of February 20. The fire academy has sixteen students from eight different departments. The newly installed 10,000-gallon water tank is getting closer to completion.
6. **AFG Grant-SCBA's:** Last year we were not awarded the grant for replacing our SCBA's. Therefore, we are trying again. We do have some band aid fixes in the works and will be discussing these issues in the upcoming months as we gather information.
7. **Minimum Wage Increase:** The WA state minimum wage has increased from \$14.49 to \$15.74. This is an \$1.25 per hour raise.
8. **Meeting with Shoalwater Bay Police and Director of Emergency Management on Monday:** Talks have begun with the recommendation that we meet with the Tribal Council. A meeting will be scheduled for information to follow.
9. **Budget Update:** We will be working on dialing into the budget at next month's meeting.

### **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.

### **CORRESPONDENCE:**

**None.**

### **UNFINISHED BUSINESS.**

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

### **NEW BUSINESS:**

- a. **Chief Dennis Benn Yearly Review:** BC Brown will chair the meeting that he would like to schedule on Tuesday, February 7, at 4:00 PM, Training Center. This will be a special meeting for the purpose of discussing personnel/salary and benefits.
- b. **Approval of Resolution 2023-10:** Presented to the board was Resolution 2023-10 which transfers \$500,000 from the Excess Levy Account to the Expense Funds to pay monthly bills. David McLellan made a motion to approve 2023-10 as written. Motion seconded by Tom Bearden. Motion carried.
- c. **2023 Election-City of Westport representative:** Per the original contract, there will need to be an election held in 2023 for Tom Aronson's position. We will contact Brian Snure for the wording on the ballot measure and file it timely.

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**FUTURE MEETINGS:**

1. February 7, 2023-4:00 PM, Special Board Meeting for the purpose of discussing personnel.
2. February 9, 2023-4:30 PM, Board for Volunteer Firefighter.
3. February 9, 2023-5:00 PM, Governance Board Meeting.

**ADJOURN:**

Tom Aronson made a motion to adjourn the meeting at 6:32 PM. Motion seconded by David McLellan.  
Motion carried.