



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



GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
February 9, 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 \$155,629.62 and the Vouchers 2023-046 through 2023-084 totaling \$71,456.20.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of governance board minutes meeting from January 12, 2023:** David McLellan made a motion to approve the minutes from December 8, 2022. Motion seconded by Tom Bearden. Motion carried.
- b. **Approval of payroll 02-01-2023 through 02-28-2023 totaling \$155,629.62:** Tom Bearden made a motion to approve the payroll from 01-01-2023 through 01-31-2023 in the amount of \$155,629.62. Motion seconded by David McLellan. Motion carried.
- c. **Approval of Voucher 2023-046 through Voucher 2023-084 totaling \$71,456.20:** Tom Aronson made a motion to approve Voucher 2023-046 through 2023-084 in the amount of \$71,456.20. 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: 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 on January 20, 2023 a meeting was held with Brian Harris from TCA. BC VanderVeur, BC Brown and Chief Benn were provided twenty five questions in regard to the Phase I process. The answers were then provided to Brian Harris team for their calculations and preparation of a basic diagram. Added by BC VanderVeur was the possibility of working with the Department of Fish and Wildlife for parking areas and extension of our property due to the proximity of their property. More information will follow as it is received from TCA's team.

CHIEF'S REPORT-CHIEF DENNIS BENN:

Action Items:

1. **Approve Hiring of a Maintenance Person:** Chief Benn reported that he has hired a person for the maintenance person. Lon Tackett has met the requirements needed and Chief Benn would like the board to approve his position. A motion was made by Tom Bearden to approve the employment of Lon Tackett. Motion seconded by Tom Aronson. Motion carried.

Discussion Items:

1. **Monthly Call Volume:** Chief Benn distributed to the attendees a detailed monthly 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.
4. **Medic Student Update:** All three of our students have completed basic training, however they are in the process of obtaining their patient contacts. Due to the number needed for certification, Chief Benn is looking for approval to extend funds for housing. Additional costs could be in the amount of \$5,000. Discussion followed with Tom Aronson making a motion to extend payment for housing to not exceed \$5,000. Motion seconded by David McLellan. Motion carried.
5. **Training Center Update:** Chief Benn has completed the installation of the valve in the newly installed water tank. It holds 5,300 gallons of water.
6. **AFG Grant-SCBA's:** Chief Brown has submitted for the AFG grant. If awarded our cost would be 5% or approximately \$15,000. We are requesting 34 packs, 2 bottles each at a cost of \$300,000.

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7. **Meeting with Shoalwater:** A meeting has taken place with the Shoalwaters Tribal Council With progress made. A request had been made for an appearance by the Chiefs at their Community Blockwatch. Attending were Chief Benn, BC Brown and BC VanderVeur. Fire update and training information was provided with the attendees engaging in questions and comments. Chief Benn has envisioned a cover over a metal shed for an ambulance to be Housed at the location on Eagle Hill Road. The ambulance would be housed there for eight hours a day. The ambulance would return to the main station every night. More information to follow as meetings will be ongoing.
8. **Budget Update-Set Budget Meeting Date:** To follow will be a date selected for a budget workshop.
9. **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.
10. **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.

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

NEW BUSINESS:

1. **Ambulance Surplus:** Chief Brown noted that he has found a 2009 Dodge 4500 Ambulance that is owned by the West Thurston RFA that he would like to bid on. Discussion followed with pictures of the unit presented for the board member's review. Questions were answered regarding the benefits of the purchase, such as it's air ride suspension and the mileage of 133,000. It also could be retrofitted down the road. A motion was made by Sam Schlegel to authorize the expenditure of up to \$40,000 including all fees and taxes. Motion seconded by Tom Aronson. Motion carried. Chief Brown will monitor the bidding process and advise the outcome.
2. **Chief Benn Salary:** A motion to approve Chief Benn's salary at \$123,660.00 per year, retroactive to January 1, 2023. Motion seconded by David McLellan. Motion carried. The prorate additional amount will be \$763.34.
3. **Budget Workshop:** Discussion followed with the decision to meet on March 8, 2023, Training Center, 9:00 AM for a Budget Workshop.

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FUTURE MEETINGS:

- 1. March 8, 2023-9:00 AM, Budget Workshop.**
- 2. March 9, 2023-4:30 PM, Board for Volunteer Firefighter.**
- 3. March 9, 2023-5:00 PM, Governance Board Meeting.**

ADJOURN:

**David McLellan made a motion to adjourn the meeting at 6:39 PM. Motion seconded by Tom Bearden.
Motion carried.**