



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



GOVERNANCE BOARD MEETING MINUTES

805 State Route 105 East, Westport, WA 98595

March 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 included Chief Dennis Benn, BC Daryl Brown, BC Darin VanderVeur, Secretary Teresa Hart and Diane McNett present. Captain Keith Zelepuza, EMT in attendance along with newly hired Paramedic Kasey Jo McAbee. (arrival 5:04 PM)

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$143,486.58 and the Vouchers 2023-085 through 2023-127 totaling \$122,130.46. 15.a. Resolution 2023-20 and 15.b. Resolution 2023-30.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of special board meetings from February 7, 2023.** David McLellan made a motion to approve the special board meeting minutes from February 7, 2023. Motion seconded by Tom Bearden. Motion carried.
- b. **Approval of Governance Minutes Meeting from February 9, 2023.** A motion was made by Tom Bearden to approve the governance minutes from February 9, 2023. Motion seconded by Tom Aronson. Motion carried.
- c. **Approval of payroll 03-01-2023 through 03-31-2023 totaling \$143,486.58:** Tom Aronson made a motion to approve the payroll from 03-01-2023 through 03-31-2023 in the amount of **\$143,386.58**. Motion seconded by Tom Bearden. Motion carried.

Page 2-Governance Board Minutes-March 2023

- d. Approval of Voucher 2023-085 through Voucher 2023-127 totaling \$122,130.46: David McLellan made a motion to approve Voucher 2023-085 through Voucher 2023-127 totaling \$122,130.46. Motion seconded by Tom Bearden. 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: No report.

CHIEF'S REPORT-CHIEF DENNIS BENN:

Action Items:

- 1. Swearing in of Kasey Jo McAbee:** Chief Benn introduced Paramedic Kasey Jo McAbee to the board and those in attendance at the meeting. The oath of office was then taken by Kasey. The board welcomed her to South Beach.
- 2. 2024 Budget Approval:** Chief Benn presented to the board the completed budgets for 2024. Both have been reviewed by the board. The primary 2024 total budget will be \$3,613,956. Should the primary ballot measure fail, the 2024 total budget will be reduced to \$3,427,292 for the general election. A motion was made by Tom Bearden to approve the total budget amount of \$3,613,956 as written for the primary election. Motion seconded by David McLellan. Motion carried. A motion was made by Tom Aronson to approve the amount of \$3,427,292 as written for the general election. Motion seconded by Tom Aronson. Motion carried. Both figures will be provided to our attorney, Brian Snure for election wording, which will be prepared for approval at the April board meeting. Should the primary ballot pass, the general election ballot amount will be retracted.

Battalion Chief of Operations, Daryl Brown:

- 1. 50/50 DNR Grant:** BC Brown stated that Captain Zelepuza is in charge of the Phase 2 DNR Grant. The amount of the grant is \$6000, our cost is \$3000.
- 2. Aid Unit Implementation:** With the recent purchase of the additional aid unit, we are now in the process of outfitting the unit for BLS calls. It will be considered an ALS unit when the budget allows the purchase of the required equipment.
- 3. DNR Mobilization Inter Local Agreement:** Per the last meeting there was a question regarding the agreement in regard to insurance wording and not showing a specified amount of coverage required. Our attorney was contacted and he assured us that the wording was adequate and provided enough description for the entities involved. Given this, BC Brown requested the boards approval by making a motion to approve the contract as presented. BC Brown is the collaborator of the agreement and is handling the contacts with the fire departments that are involved. David McLellan made a motion to approve the DNR Mobilization Inter Local Agreement as written. Motion seconded by Sam Schlegel. Motion carried.

Page 3-Governance Board Minutes-March 2023

Battalion Chief of Training, Darin VanderVeur:

1. **Medic Student Update:** Brenna VanderVeur is at 17 patient contacts needed, Jacob Finnigan is at 20 and Chris Nicholson needs 28 as of today. BC VanderVeur stated that Chris has experienced a financial hardship and has requested the college to assist him with achieving his remaining calls locally rather than in North Dakota. We will know more how this will be achieved by the next meeting as BC VanderVeur hasn't received an indication yet. Chris will be traveling home next week. Presented to the board was a review of the costs of the schooling. The amounts will be updated once the program is completed.
2. **Life Ring Update:** The check for the life ring has been received from the County and has been forwarded to China.
3. **New Station Update:** The conference both Battalion Chiefs will be attending is in May. A meeting has been scheduled with representatives from TCA on May 14th.
4. **Firefighter 1 Student Update:** We are near to the end of the course with haz mat operations scheduled the end of March. Final testing will then take place.
5. **Water Tank Update:** The water tank at the training center is now full. We would like to obtain a three-phase pump if possible.

Chief Dennis Benn:

1. **Shoalwater Update:** We will be meeting with the Shoalwaters for further discussion regarding staging apparatus on their property.
2. **Meet with Golf Course Planners:** The golf course planners have requested a time to get together to discuss the requirements of providing fire service to their property.
3. **Upcoming Audit:** We are in the process of gathering information for a Financial and Accountability Audit. This will be an ongoing project as information is requested and provided for evaluation.

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

NEW BUSINESS:

1. **Resolution 2023-20-Surplus Resolution:** BC Brown distributed to the board members a list of odds and ends to be sold at surplus. The list was reviewed by the board and a motion was made by David McLellan to approve Resolution 2023-20 as written. Motion seconded by Tom Bearden. Motion carried.

Page 4-Governance Board Minutes-March 2023

2. **Resolution 2023-30-Transfer of funds:** Distributed to the board was a request to transfer \$300,000 from the ambulance fund to the expense fund for the payment of payroll and vouchers. A motion was made by David McLellan to approve Resolution 2023-30 as written. Motion seconded by Tom Aronson. Motion carried.

FUTURE MEETINGS:

1. **April 13, 2023-4:30 PM, Board for Volunteer Firefighter.**
2. **April 13, 2023-5:00 PM, Governance Board Meeting.**

ADJOURN:

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