



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



GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
April 13, 2023-5:30 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. In attendance were the following Board Members: Alfred Schroeder representing Commissioner District Four, David McLellan representing Commissioner District Three, Tom Bearden representing Commissioner District Two and Sam Schlegel representing Commissioner District Five present. Absent was Tom Aronson, Commissioner District One. Present included Chief Dennis Benn, BC Daryl Brown, BC Darin VanderVeur, Secretary Teresa Hart and Diane McNett. Captain Keith Zelepuza, EMT also was in attendance. BC Daryl Brown reported that the State had removed the requirement to have our meetings held on a Zoom platform as restrictions for public meetings have now ended per Governor Inslee.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$148,247.81 and the Vouchers 2023-128 through 2023-176 totaling \$73,141.71. 15.a. Resolution 2023-40 and 15.b. Resolution 2023-50.

Announcements, Proclamations, Presentations:

Chief Dennis Benn presented a slide show presentation about the recent fire on the FV Marlias II. The presentation was informative and detailed the response which was done within 12 minutes of the tones.

Public Comments:

None.

Consent Agenda:

- a. **Approval of special board meeting from March 24, 2023.** Tom Bearden made a motion to approve the special board meeting minutes held on March 24, 2023. Motion seconded by David McLellan. Motion carried.
- b. **Approval of Governance Minutes Meeting from March 9, 2023.** A motion was made by David McClellan to approve the governance minutes from March 9, 2023. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of payroll 04-01-2023 through 04-30-2023 totaling \$148,247.81:** Tom Bearden made a motion to approve the payroll from 04-01-2023 through 04-30-2023 in the amount of \$148,247.81. Motion seconded by David McLellan. Motion carried.

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- d. **Approval of Voucher 2023-128 through Voucher 2023-176 totaling \$73,141.71:** David McLellan made a motion to approve Voucher 2023-128 through Voucher 2023-176 totaling \$73,141.71. Motion seconded by Sam Schlegel. Motion carried.

Signing the Vouchers:

Board members signed the approved vouchers.

BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: Absent.

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. Chief Benn distributed the 1st quarter 2023 call volume report for the commissioner's review.

Battalion Chief of Operations, Daryl Brown:

1. **DNR Mobilization Inter Local Agreement:** The agreement has been reviewed and has been signed by the board. It is now being distributed to the entities involved for their approval and signatures.
2. **Two new part-time personnel have been added to the roster:** James Degroth, EMT from Oakville and Cory Gaudy, EMT from Montesano have been added to our roster as they have completed all pre-requisites.
3. **Contracts with Entities: (Parks, Ports, City, Tribe) Contracts for 2023** are being prepared and will be sent out by our next meeting.
4. **Awards Banquet and Appreciation Day-June 3rd:** BC Brown announced that the board of commissioners is invited to the annual Awards Banquet and Appreciation Day on June 3rd to be held at the Ocosta Rec Hall. Time and confirmation of location to be confirmed at the May meeting.

Battalion Chief of Training, Darin VanderVeur:

1. **Medic Student Update:** Brenna, Jake and Chris have returned and are in the process of finalizing their testing locations and dates. More to follow when the dates and locations are secured.
2. **Life Ring Update:** The check was received in China and we are waiting for it to be shipped.
3. **New Station Update:** Presented to the board was a packet of information including drawings designed by TCA. Board members will be reviewing the information.
4. **Firefighter 1 Student Update:** Final testing will be done on May 6th.
5. **Water Tank Update:** Both water tanks are full which hold 10,000 gallons in each tank. Research will be done on possibly obtaining another tank.

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Chief Dennis Benn:

- 1. Shoalwater Update:** Chief stated he is planning to begin staffing a Southern Satellite Station on Eagle Hill Road in Tokeland for 8-10 hours per day for the summer months of May through September.
- 2. Upcoming audit:** The office (Diane, Teresa, and Daryl) has been working diligently with the auditors' gathering records for their review.
- 3. Springbook:** Distributed to the board members was a proposal to add the payroll component to the Bias (Springbook) program already in use for financial tracking. A discussion followed with Tom Bearden recommending that independent bookkeeping firms be contacted for a quote for their services. Chief Benn stated that he would have quotes at the May meeting.
- 4. Hazard Mitigation Plan:** Chief Benn stated that we would be updating our "annex" of the Grays Harbor County Hazard Mitigation Plan as this is done every 5 years.

DEPARTMENT REPORTS:

Board for Volunteer Fire Fighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. An invoice was signed to be sent to the Board for Volunteer Firefighters for reimbursement of medical exams. The Board for Volunteer Firefighters will reimburse \$100 per exam-7 exams were submitted.

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 2023-40-Maintenance and Operations Levy (Primary Election)** was submitted to the board for review. This is an excess levy in the amount of \$954,000 which is approximately \$.77 per \$1,000 of true and assessed valuation to be collected in 2023. The primary election will be held on August 1, 2023. David McLellan made a motion to accept Resolution 2023-40 Maintenance and Operations Levy to be held on August 1, 2023-Primary Election as written. Motion seconded by Tom Bearden. Motion carried.
- 2. Resolution 2023-50-Maintenance and Operations Levy (November 7, 2023)** was submitted to the board for review. This is an excess levy in the amount of \$797,854 which is approximately \$.64 per \$1,000 of true and assessed valuation to be collected in 2023. This proposition shall not be submitted to the voters if the levy authorized by Resolution 2023-40 is approved by the voters at the Primary election held on August 1, 2023. Tom Bearden made a motion to accept Resolution 2023-50 as written. Motion seconded by Sam Schlegel. Motion carried.

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Future Meetings:

- 1. May 11, 2023-4:30 PM, Board for Volunteer Firefighter.**
- 2. May 11, 2023-5:00 PM, Governance Board Meeting.**

ADJOURN:

Sam Schlegel made a motion to adjourn the meeting at 6:37 PM. Motion seconded by Tom Bearden. Motion carried.