



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



**GOVERNANCE BOARD MEETING MINUTES**

**805 State Route 105 East, Westport, WA 98595**

**May 11, 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, Tom Aronson, Commissioner District One present. 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. John Shaw from the Westport Maritime Museum, audience.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Agenda modifications were the payroll of \$144,155.42 and the Vouchers 2023-177 through 2023-215 totaling \$73,720.19.

**Announcements, Proclamations, Presentations:**

Chief Dennis Benn introduced John Shaw from the Westport Maritime Museum who spoke to the board about forest fuel reduction practices within the boundaries of the golf course property. The boundaries of the property were shown by Chief Benn with an overwhelming approval that the SBRFA forward a letter requesting input regarding best forest practices to reduce the interactions of Wildland Urban interface fire. This would then provide access pathways for fire and EMS, which would allow for efficient and timely access to fires or to possible access medical patients. More information to follow regarding the golf course as progress continues.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of Governance Minutes Meeting from April 13, 2023.** A motion was made by Tom Bearden to approve the governance minutes from April 13, 2023. Motion seconded by Sam Schlegel. Motion carried.
- b. **Approval of payroll 05-01-2023 through 05-31-2023 totaling \$144,155.42:** David McLellan made a motion to approve the payroll from 05-01-2023 through 05-31-2023 in the amount of \$144,155.42. Motion seconded by Tom Bearden. Motion carried.

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**c. Approval of Voucher 2023-177 through Voucher 2023-215 totaling \$73,720.19** David McLellan made a motion to approve Voucher 2023-177 through Voucher 2023-215 totaling \$73,720.19. Motion seconded by Tom Aronson. 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 Schlegel questioned if we could add more responders as we seem to be having multiple calls. Chief Benn stated that we do have a part-time program that helps but that it is difficult to know when multiple calls occur.

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

**Action Items:**

1. Chief Benn stated we need to approve the four gas detectors from the South Beach Firefighters Community Foundation. The cost of the donation is \$800.95 each, totaling \$1,601.90 for 2 Ventis MX4 Multi-Gas monitors. A motion was made by David McLellan to approve the donation of 2 Ventis MX4 Multi-Gas monitors, valued at a total of \$1,601.90 effective 5-11-2023. Motion seconded by Tom Aronson. Motion carried.

**Battalion Chief of Operations, Daryl Brown:**

1. Declare Forestry Hose as Surplus to the Organization: BC Brown stated that we have a large amount of old "Forestry" hose, which is likely near 20 years old, and which is not compatible with our current wildland hose (without special fittings), which we haven't used in our 6 years of the RFA and don't plan to use. Distributed to the board members was Surplus Resolution 2023-60 for the board's review. A motion was made by Tom Aronson to approve Surplus Resolution 2023-60 as written. Motion seconded by Tom Bearden. Motion carried. It may also be offered to neighboring entities for their use, stated BC Brown.
2. Gurney Load System-Cost is \$25,000 to \$30,000: BC Brown brought to the board's attention that we need a gurney load system for the ambulance we just purchased. Noted that it would cost approximately \$25,000 to \$30,000 to purchase one.

**Battalion Chief of Training, Darin VanderVeur:**

1. Medic Student Update: Jacob Finnigan and Brenna VanderVeur will be traveling to Nevada for their hands on portion of the testing process. Both have passed their written tests. Chris Nicholson needs 12 ALS calls.
2. Life Ring Update: We should be receiving the Dolphin One Water Rescue device soon as the money was received.
3. New Station Update: We are in the final phases of our programming with TCA.
4. Firefighter 1 Student Update: The program started on January 16<sup>th</sup>, and we have since graduated 15. 3 of the graduates are ours. July 24 will be the start date for FF2.

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5. **Cert Training-First Meeting May 23:** This will be held at the Training Center on 1800. David Uhler and his wife are running the program.
6. **Awards Banquet-June 3<sup>rd</sup>:** BC VanderVeur stated that he would like a motion to approve the expenditure of up to \$3,000 for the South Beach Firefighter Community Foundation to cater for the upcoming awards banquet on June 3<sup>rd</sup>. Sam Schlegel made a motion to approve the expenditure of \$3,000 for the annual awards banquet on June 3<sup>rd</sup>. Motion seconded by David McLellan. Motion carried.
7. **Mission and Vision Statement:** BC VanderVeur requested input into the updating of the Mission and Vision Statement.
8. **Life Light moving into Hoquiam Airport:** This will be of great assistance to serving our community. On Saturday, May 20<sup>th</sup>, Life Light will be at the training center to answer questions. All are welcome to attend.
9. **Job Fair/Bicycle Rodeo:** Both events have been held with great success.

#### **Chief Dennis Benn:**

1. **Shoalwater Update:** Chief stated staffing has been started on Eagle Hill. The plan is to be there 8 hours a day.
2. **Golf course:** Chief Benn distributed a letter he had drafted regarding the SBRFA to the Westport City Council basically stating that we would like to be a part of the decision process in regard to fire service at the proposed golf course. A motion was made by Tom Aronson to approve the letter as written. Motion seconded by Sam Schlegel. Motion carried.
3. **Upcoming audit:** Still ongoing.
4. **Payroll:** Teresa has contacted Aiken and Sanders and Preszler, Larner and Merz for quotes regarding payroll processing. Aiken and Sanders have declined. Preszler, Larner and Merz have stated that the cost would be approximately \$1000 to \$1300 to set up a system with the cost at approximately \$700 a month with a charge of \$250 to \$300 every quarter. A motion was made by Tom Aronson to approve entering a contract with Preszler, Larner and Merz for payroll processing. Motion seconded by David McLellan. Motion carried.
5. **Employee Assistance Program:** We have entered into an agreement with First Health to provide Employee Assistance Programs. A motion was made by Tom Bearden to approve the agreement with First Health. Motion seconded by Sam Schlegel. Motion carried.

#### **DEPARTMENT REPORTS:**

**Board for Volunteer Fire Fighter meeting report:** The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM.

#### **CORRESPONDENCE:**

**None.**

#### **UNFINISHED BUSINESS.**

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

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**Future Meetings:**

- 1. June 8, 2023-4:30 PM, Board for Volunteer Firefighter.**
- 2. June 8, 2023-5:00 PM, Governance Board Meeting.**

**ADJOURN:**

**Sam Schlegel made a motion to adjourn the meeting at 6:51 PM. Motion seconded by Tom Aronson.  
Motion carried.**