



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



**GOVERNANCE BOARD MEETING MINUTES**  
**805 State Route 105 East, Westport, WA 98595**  
**August 10, 2023-5:00 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. 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, Tom Aronson representing Commissioner District One. Chief Dennis Benn, BC Daryl Brown and BC Darin VanderVeur were present. Absent was Sam Schlegel, Commissioner, Secretary Diane McNett and Secretary Teresa Hart.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Agenda modifications were the payroll of \$158,292.34 and the Vouchers 2023-300 through 2023-338 totaling \$65,746.37. It was noted under 7.b. that "Approval of Payroll 08-01-2023 through 08-31-2023" should be \$158,292.34 not \$65,746.37 as printed. Chief Benn added an Executive Session prior to Adjourning for a period of 10 minutes to discuss personnel. No action to be taken.

**Announcements, Proclamations, Presentations:**

Sandy Bell, representing the Tokeland Food Bank, presented a summary of a proposal for a possible partnership with the Regional Fire Authority regarding the Tokeland station and the Tokeland Food Bank. Chief Benn stated that our attorney, Brian Snure would need to be contacted for proper legal advice and how to proceed. Chief Benn will report once an answer has been received.

**Public Comments:**

**Consent Agenda:**

- a. **Approval of Governance Minutes Meeting from July 13, 2023.** Tom Bearden made a motion to approve the governance minutes from July 13, 2023. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 08-01-2023 through 08-31-2023 totaling \$158,292.34:** Tom Bearden made a motion to approve the payroll from 08-01-2023 through 08-31-2023 in the amount of \$158,292.34. Motion seconded by David McLellan. Motion carried.
- c. **Approval of Voucher 2023-300 through Voucher 2023-338 totaling \$65,746.37:** Tom Aronson made a motion to approve Voucher 2023-300 through Voucher 2023-338 in the amount of \$65,746.37. Motion seconded by Tom Bearden. Motion carried.

## **PAGE 2 GOVERNANCE BOARD MINUTES-AUGUST 2023**

### **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:**

#### **Discussion Items:**

1. Chief Benn noted that he had provided a copy of the voicemail from Rick at Five Star regarding the ambulance to the commissioners for their review. The issue was with regard to removing the cab as the cab bolts were rusted out and needed to be drilled out. While getting the engine separated from the transmission, it became necessary to replace the bearing. Once Chief Benn received the quote of \$5,786.52 an immediate phone poll was taken with the Commissioners. This was taken on August 1<sup>st</sup> with Commissioner Schroeder, McLellan, Bearden, Schlegel and Aronson all voting yes to proceed with the additional expenditure of \$5,786.52. A motion was made by Tom Bearden to approve the additional cost for the ambulance repair at Five Star. Motion seconded by Tom Aronson. Motion carried
2. Audit: An email was received from Alisha Alkire, SAO representative, noting that there would be an additional cost of \$6,400 to our ongoing audit expenses. The original estimate of \$27,400 (inclusive of travel) shall include an addition of \$6,400 (inclusive of travel) to a revised estimate of \$33,800.

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

**Vehicles:** We have had some vehicle challenges this last month as many are aware.

>M311-2011 Ford 4X4 Ambulance was OOS all of July and a portion of August (blown motor) working with 5-Star they report a difficult rebuild and as you may recall we had to come back to the board for additional approvals outside the original bid. The vehicle is now back in service. We are working on finishing the previously discussed upgrades and will keep you posted.

>M321-2017 Ford Van Ambulance has been having mechanical problems and is OOS and at 5-Star Ford and has been diagnosed as a failed Catalytic Converter and expect it to return early next week due to part lead time.

>B312-2003 Stevenson & Davidson MLTV is OOS at JHD with transmission trouble. Has replaced transmission gasket leak, still trouble shooting the problem and will keep you informed.

BC Brown stated we have completed and received reports on annual pump testing and inspections for our fire apparatus. They have found some deficiencies. BC Brown is in contact with James Jensen, their service manager, and we are working on a multi month possibly multi budget year plan to get our units

**PAGE 3 GOVERNANCE BOARD MINUTES-AUGUST 2023**

in their best working order. This is not unexpected we have been planning this thorough approach in establishing a maintenance program.

**New Member:** BC Brown stated that we have completed onboarding for Destiny Bramstadt. She is an EMT and working on getting transferred to our agency.

**M&O Levy Passed:** BC Brown noted that our M & O Levy Passed. Grays Harbor voters were 62.66% and Pacific County voters were 69.37%. Combined total was 63.69%.

**Battalion Chief of Training Darin VanderVeur:**

BC VanderVeur stated that we are still waiting for our rescue tool to be shipped from overseas.

**DEPARTMENT REPORTS:**

**Board for Volunteer Fire Fighter meeting report:** The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. No action taken.

**CORRESPONDENCE:**

None.

**UNFINISHED BUSINESS.**

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

**NEW BUSINESS:**

- a. Resolution 2023-70-Authorization to transfer \$600,000 from the Excess Fund to the Expense Fund to pay bills. David McLellan made a motion to approve Resolution 2023-70 for the transfer of \$600,000 from the Excess Fund to the Expense Fund to pay bills. Motion seconded by Tom Bearden. Motion carried.

**Future Meetings:**

1. September 14, 2023-4:30 PM, Board for Volunteer Firefighter.
2. September 14, 2023-5:00 PM, Governance Board Meeting.

**EXECUTIVE SESSION:**

Chief Benn requested an executive session for the purpose of discussing personnel for 10 minutes. No action to be taken. Time was 6:31 PM.

**BACK IN SESSION:** 6:39 PM. Chairman Schroeder announced the time-6:39 PM, back in session, no action to be taken.

**ADJOURN:**

David McLellan made a motion to adjourn the meeting at 6:40 PM. Motion seconded by Tom Bearden. Motion carried.