



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



GOVERNANCE BOARD MEETING MINUTES

805 State Route 105 East, Westport, WA 98595

September 14, 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, Sam Schlegel representing Commissioner District Five. Battalion Chief Daryl Brown and Secretary Diane McNett were present. Battalion Chief Darin VanderVeur, Chief Dennis Benn and Secretary Teresa Hart were absent. PIO Coleena Curry was introduced to the board and present. Captain Jeremy Causey was present initially, however an emergency call was dispatched, and Captain Causey left to respond.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$120,113.55 and the Vouchers 2023-339 through 2023-380 totaling \$127,360.01.

Announcements, Proclamations, Presentations:

Public Comments:

Consent Agenda:

- a. **Approval of Governance Minutes Meeting from August 10, 2023.** Tom Bearden made a motion to approve the governance minutes from August 10, 2023. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 09-01-2023 through 09-30-2023 totaling \$120,113.55:** David McLellan made a motion to approve the payroll from 09-01-2023 through 09-30-2023 in the amount of \$120,113.55. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Voucher 2023-339 through Voucher 2023-380 totaling \$127,360.01:** Tom Aronson made a motion to approve Voucher 2023-339 through Voucher 2023-380 in the amount of \$127,360.01. Motion seconded by Sam Schlegel. 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.

PAGE 2 GOVERNANCE BOARD MINUTES-SEPTEMBER 2023

Commissioner District Three David McLellan: A county commissioner meeting will be held a week from today at the Training Center. South Beach Regional Fire Authority will host the meeting.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: No report.

Sam Schlegel brought to discussion that he would like to know how to get a key to the logging roads off of Smith Anderson Road. Sam is of the belief that the tribe has access to the key. BC Brown stated he would talk to the tribe and bring back any information to the board.

CHIEF'S REPORT-BATTALION CHIEF DARYL BROWN:

Action Items:

1. **Geotech:** BC Brown stated that we have received two bids for a Geotech Company to begin the next phase of the station feasibility study. The quotes are as follows:
 - a) Associated Earth Sciences: \$33,500
 - b) GeoTest Services, Inc.: \$19,500Discussion followed with the pros and cons of the bids. The major difference is that Associated Earth Sciences is making three borings and GeoTest Services, Inc. is doing five borings. The difference between the quotes is fairly large. Tom Bearden made a motion to approve the Geo Test Services, Inc. bid in the amount of \$19,500. Motion seconded by David McLellan. Motion carried.
2. **Third Party Billing:** BC Brown stated that through default Diane's position has morphed into much more than a billing clerk. The recommendation is that we contract with a third part billing service for the purpose of billing transport calls. The audit process is time and labor intensive which competes with Diane's ability to bill transports. The audit process is due to happen at least every two years. BC Brown would like to free Diane of the billing burden and allow her to focus her efforts elsewhere, such as the following: being the liaison for the billing company, batching out billable calls, working on audit improvements and financial statements, being in charge of our records management system, being our HIPPA Control Office, managing our contracts and agreements, personnel and property insurance. In addition, she will continue as the board secretary. This move stated BC Brown would help to build resilience of the Regional Fire Authority. A motion was made by David McLellan to proceed with the 3rd party billing company. Motion seconded by Tom Bearden. Motion carried.
3. **Policy Update approval:** BC Brown is requesting evaluation and approval of PPG 6200 and PPG 6210. These policies were found to be out of date based on the 2019 procurement law update in the WAC. A motion was made by Sam Schlegel to approve PPG 6200 as written. Motion seconded by Tom Aronson. Motion carried. A motion was made by David McLellan to approve PPG 6210 as written. Motion seconded by Tom Aronson. Motion carried.
4. **Computer Hardware for ESO-Captain Jeremy Causey:** BC Brown presented the information for the computer hardware needed for the implementation of the new ESO online reporting system. The cost for 2 toughbooks is \$13,306.87. A motion was made by Sam Schlegel to approve the expenditure of \$13,306.87. Motion seconded by Tom Bearden. Motion carried.

Discussion Items:

5. **Shoalwater Update:** We were able to staff Eagle Hill, 38.7 percent of the month of August.

PAGE 3-GOVERNANCE BOARD MINUTES-SEPTEMBER 2023:

6. **Audit:** Still ongoing. Estimated cost of \$33,800. We were expecting it to be finished at the end of August, as it began in November.
7. **Purchase of fourth "lifepack".** This would give us the ability to utilize all our ambulances as aid units. It would eventually need a gurney lift. BC Brown had to leave and respond to an aid call and while he was gone the board reviewed the newest quote for a refurbished lifepak. Noting the necessity of having all aid cars available as ALS units, the board stated that they would like to proceed with the purchase. The bid is below \$30,000 with the exact figure to be calculated once any additional accessories and tax is noted. A motion was then made by Tom Aronson to authorize the purchase of a refurbished lifepac from Stryker to not exceed \$30,000. Motion seconded by Sam Schlegel. Motion carried.
8. **Monthly Run Review:** Total calls for the month of August were 152, which is a 4.58 average per day call volume. We had 15 overlapping calls, which is a 10.5% overlap.
9. **Possibility of partnering with Food Bank:** Chief was approached by Sandy Bell of the Tokeland Chamber of Commerce about the possibility of utilizing some space at the Tokeland Station. They would like to operate a mobile food bank out of the building. They are looking for space to stage the product before being shipped out. We have contacted attorney Brian Snure; he has responded, and we have sent his response onto Sandy Bell. BC Brown (returned from his aid call) said that he did not have the answers regarding this issue, however we will have a full report next month from Chief Benn. The board discussed the benefits of providing a food bank service and were highly supportive of the venture. Tom Bearden made a motion to proceed with the necessary requirements written by our attorney to provide our Tokeland Station for a joint food bank. Motion seconded by Sam Schlegel. Motion carried.
10. **Ambulance Update:** All ambulances are back in service.
11. **ESO Update:** All administrators have completed their basic training, and we will begin end User training on October 3rd. We anticipate going live in November.

During BC Brown's absence, the board stated they would like a current equipment listing for their review.

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:

None.

PAGE 4-GOVERNANCE BOARD MINUTES-SEPTEMBER 2023:

Future Meetings:

- 1. October 12, 2023-4:30 PM, Board for Volunteer Firefighter.**
- 2. October 12, 2023-5:00 PM, Governance Board Meeting.**

ADJOURN:

**Sam Schlegel made a motion to adjourn the meeting at 6:47 PM. Motion seconded by Tom Bearden.
Motion carried.**