



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



GOVERNANCE BOARD MEETING MINUTES

805 State Route 105 East, Westport, WA 98595

October 12, 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, Sam Schlegel representing Commissioner District Five. Fire Chief Dennis Benn, Battalion Chief Daryl Brown, Battalion Chief Darin VanderVeur, and Secretary Diane McNett were present. Commissioner District One Tom Aronson and Secretary Teresa Hart were absent. Guests present were Dr. Johnson from the Capital Region Thurston ESD 113, Andrea Dowd, Ocosta School District and Cheryl Brown, Grays Harbor Youth Works.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$152,255.78 and the Vouchers 2023-381 through 2023-421 totaling \$104,254.58. It was noted that an executive session to discuss personnel for 20 minutes with no action to be taken will be held after future meetings.

Announcements, Proclamations, Presentations:

Battalion Chief VanderVeur introduced Andrea Dowd from the Ocosta School District regarding “a collaborative initiative for maritime safety and skilled workplace development.” A lively presentation took place between Andrea, Dr. Johnson from Capital Region Thurston ESD 113 and Cheryl Brown who represented Grays Harbor Youth Works. There were numerous opportunities and scenarios discussed with the consensus that our training center could serve as a hub, so to speak, of a launch of education and goodwill. The commissioners stated they would be discussing the numerous facets of “better together” and how to serve the community through the resources that could potentially be available through the partnership.

Public Comments:

Consent Agenda:

- a. **Approval of Governance Minutes Meeting from September 14, 2023.** David McLellan made a motion to approve the governance minutes from September 14, 2023. Motion seconded by Tom Bearden. Motion carried.
- b. **Approval of payroll 10-01-2023 through 10-31-2023 totaling \$152,255.78:** Sam Schlegel made a motion to approve the payroll from 10-01-2023 through 10-31-2023 in the amount of \$104,254.58. Motion seconded by Tom Bearden. Motion carried.

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- c. **Approval of Voucher 2023-381 through Voucher 2023-421 totaling \$104,254.58:** Sam Schlegel made a motion to approve Voucher 2023-381 through Voucher 2023-421 totaling \$104,254.59. Motion seconded by David McLellan. 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: A county commissioner meeting will be held a week from today at the Training Center. South Beach Regional Fire Authority will host the meeting. The meeting that was scheduled last month was postponed.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Sam noted that he had received a telephone call from BC Brown regarding obtaining a key for the hill. More information to follow as there appears to be more questions about who has a key.

CHIEF'S REPORT-BATTALION CHIEF DARYL BROWN:

Action Items:

1. **Equipment List:** BC Brown stated that there are numerous categories of equipment for a complete list. The categories of equipment will be sorted out, with a listing produced when finished.

CHIEF'S REPORT-BATTALION CHIEF DARIN VANDERVEUR:

Action Items:

1. An EMR course will begin November 2nd, stated BC VanderVeur. Currently there are 7 students from the South Beach area with a possible eighth one. The course will conclude on January 16, 2024.
2. The Dolphin 1 was on exhibit for the meeting. At this time, BC VanderVeur is preparing a training form that will include a list of those qualified to be a rescue operator.

CHIEF'S REPORT-FIRE CHIEF DENNIS BENN:

Action Items:

1. Chief Benn would like to report on the recent phone poll approving the bidding process for the SCBA's from Gov. Deals. Commissioner 2, Tom Bearden, Commissioner 3, David McLellan, Commissioner 4, Alfred Schroeder, Commissioner 5, Sam Schlegel all approved the bid process. Commissioner 1, Tom Aronson, was unavailable. Unfortunately, the winning bid exceeded the amount approved, therefore no purchase.
2. Sam Schlegel made a motion to approve a 3-year maintenance contract with Zoll for the Auto Pulse. Motion seconded by David McLellan. Motion carried.
3. Discussion regarding the dire situation for obtaining SCBA's that meet current requirements was discussed. A resolution "waiving the competitive bidding requirements" was then presented by Chief Benn for the board's approval. Chief Benn stated that we have attempted the fire assistant grant process for three years with no success. SeaWestern Inc. has available

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used self-contained breathing apparatus that will meet our needs at a reasonable cost. The package includes 35 packs and 70 bottles. The expected cost is not to exceed \$52,500 exclusive of tax. The purchase would bring the department into compliance as our current self-contained breathing apparatus must be removed from service on or before January of 2024. We truly are in an emergency due to January 2024 just around the corner. A motion was made by Sam Schlegel to approve Resolution 2023-80 as written which provides for the waiver of competitive bidding requirements under enumerating conditions including (1)(a) Purchases that are clearly legitimately limited to a single source of supply and (1)(b) Purchases involving special facilities or market conditions. The purchase will be made from SeaWestern Inc. to not exceed \$52,500 exclusion of tax. Motion seconded by David McLellan. Motion carried.

Discussion Items:

1. Shoalwater Update: Chief Benn stated that we were able to staff Eagle Hill, 26 percent of the month of September.
2. Audit: Still ongoing.
3. WA State Rating Bureau: WSRB will be performing a re-rate in 2024. This will occur in August or September.
4. Explore possible Staffing: The Chiefs are constantly looking for ways to better serve the public.
5. Monthly Run Review: Attached are the calls for the month of September-122 which is a 4.58% average per day call volume. There were 15 overlapping calls which is a 10.5% overlap.
6. Preliminary 2025 Budget: We will look at this in January of 2024.

DEPARTMENT REPORTS:

Board for Volunteer Firefighter 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.

Future Meetings:

1. November 9, 2023-4:30 PM, Board for Volunteer Firefighter.
2. November 9, 2023-5:00 PM, Governance Board Meeting.

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EXECUTIVE SESSION:

Chairman Schroeder noted that an executive session would be held for a period of 20 minutes. The purpose was to discuss personnel issues with no action to be taken. The time was 6:35 PM.

BACK IN SESSION:

Chairman Schroeder called the meeting back to order at 6:55 PM noting that no action was taken.

ADJOURN:

Sam Schlegel made a motion to adjourn the meeting at 6:58 PM. Motion seconded by Tom Bearden. Motion carried.