



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



GOVERNANCE BOARD MEETING MINUTES
805 State Route 105 East, Westport, WA 98595
November 9, 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 (arrival 5:23 PM) and Secretary Teresa Hart were also present.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$138,553.91 and the Vouchers 2023-422 through 2023-458 totaling \$114,492.81. 14. Number 2 also had Resolution 2023-90 to approve our levy measure. 14. Number 3 noted Resolution 2023-100 for the approval of the EMS ballot measure. Chief Benn requested an executive session after future meetings for the purpose of possible litigation. The time requested was 20 minutes with no action to be taken.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of Governance Minutes Meeting from October 12, 2023.** Sam Schlegel made a motion to approve the governance minutes from October 12, 2023. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 11-01-2023 through 11-30-2023 totaling \$138,553.91:** Sam Schlegel made a motion to approve the payroll from 11-01-2023 through 11-30-2023 in the amount of \$138,553.91. Motion seconded by David McLellan. Motion carried.
- c. **Approval of Voucher 2023-422 through Voucher 2023-458 totaling \$114,492.81:** Tom Bearden made a motion to approve Voucher 2023-422 through Voucher 2023-458 totaling \$114,492.81. Motion seconded by David McLellan. Motion carried.

Signing the Vouchers:

Board members signed the approved vouchers.

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BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: No report. Arrived at 5:23 PM after board member reports.

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-BATTALION CHIEF DARYL BROWN:

Action Items:

1. BC Brown noted that we are implementing our new data system through ESO. It is a learning process and an ongoing project.
2. BC Brown stated that he was announcing SBRFA's Hazard Risk Ranking for the Grays Harbor County Hazard Mitigation Plan. The plan was recently reviewed by the Chiefs and a written report was distributed to the commissioners for their review. Discussion followed, noting that this report is available for public viewing.

CHIEF'S REPORT-BATTALION CHIEF DARIN VANDERVEUR:

Action Items:

1. BC VanderVeur stated he had met with the Hoquiam Fire Department regarding our water rescue tool: Dolphin One.
2. The EMR class is underway with 9 attending from the South Beach area including 2 from Tokeland. Recently we lost 4 volunteers due to their obtaining jobs with other departments.
3. Dolphin One will not be in service until the 1st of December.
4. It is possible that more paid staff may attend board meetings.

CHIEF'S REPORT-FIRE CHIEF DENNIS BENN:

Action Items:

1. Shoalwater Update: Chief Benn met with the Shoalwater Tribal Council on 11/07/2023. The Chief gave a report stating how often we were able to staff the "Eagle Hill" which is in the multi-purpose building. Some of the calls were able to be mitigated during the summer month. Chief has asked the Shoalwaters to continue staffing the multi-purpose building throughout the winter and they agreed to the concept. The percentage rate of staffing is 33-38% of the time.
2. State Audit-still ongoing.
3. GEMT Audit-We are now going through a GEMT audit. (Ground Emergency Medical Transport) In addition, we have had to complete a new registration due November 30.
4. Geo-Tech: The Geo-testing company has been out and performed some drillings. The Chief believes they are compiling information and preparing a report.
5. Working with the Port of Grays Harbor: A meeting will be held next Friday, the 17th of November. This will be to discuss and identify the needs and specs of "standpipe" installation on the docks.
6. Monthly Run Review: Total calls for the month of September were 152, which is a 4.58 average per day call volume. We had 15 overlapping calls, which is a 10.5% overlap.
7. Kasey Jo McAbee: A louder mill hearing was held. A determination is still in the consideration stage.

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8. **Jeremy Causey Resignation:** Jeremy Causey has accepted a job with Tumwater Fire Department. His last day will be November 25th.
9. **SCBA Purchase Update:** We have purchased 35 SCBAs. They will need to be hydro tested every 5 years. We are in the process of getting them certified.
10. **Chief asked Teresa where we were regarding a contract with Preszler, Larner and Merz about payroll processing.** Teresa had contacted Joyce who will handle our payroll and left a message for her.
11. **The Chief stated that he will retire in January of 2025. Chief's recommendation was that Battalion Chief Brown succeed him.**

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 Sam Schlegel. Motion carried.

NEW BUSINESS:

1. **Resolution 2023-90: Regular Levy:** Resolution 2023-90 was reviewed noting that the levy amount from previous year was \$1,206,109.15 and the dollar amount of increase at 1.0% is \$12,061.09 to be collected in the 2024 tax year. A motion was made by Tom Bearden to approve Resolution 2023-90 as written. Motion seconded by Sam Schlegel. Motion carried.
2. **Resolution 2023-100: EMS Levy:** Resolution 2023-100 was reviewed noting that the EMS amount from the previous year was \$403,459.96 and the dollar amount of increase at 1.0% is \$4,034.60 to be collected in the 2024 tax year. A motion was made by Tom Aronson to approve Resolution 2023-100 as written. Motion seconded by Tom Bearden. Motion carried.

Future Meetings:

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

Chairman Schroeder noted that an executive session for possible litigation with no action to be taken had been requested for a period of 20 minutes. The time was 5:51 PM.

BACK IN SESSION:

Chairman Schroeder called the meeting back in session at 6:11 PM noting that no action was taken.

ADJOURN:

Sam Schlegel made a motion to adjourn the meeting at 6:12 PM. Motion seconded by Tom Bearden. Motion carried.