



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



**GOVERNANCE BOARD MEETING MINUTES**

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

**December 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, Sam Schlegel representing Commissioner District Five. Fire Chief Dennis Benn and Administrative Assistant Diane McNett were present. Absent were Battalion Chief Darin VanderVeur, Battalion Chief Daryl Brown and Administrative Assistant Teresa Hart were absent. Audience present were Kaylee Raffelson, Paramedic, Hayley Peterson, Volunteer, Paul Barrow, EMT and Jake Finigan Paramedic.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Agenda modifications were the payroll of \$189,447.53 and the Vouchers 2023-459 through 2023-505 totaling \$105,063.10.

**Announcements, Proclamations, Presentations:**

Chief Benn introduced Caylie Raffelson, Paramedic to the audience. Kaylee has been hired to fill the position of Jeremy Causey, Paramedic who has accepted a job in the Olympia area.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of Governance Minutes Meeting from November 9, 2023.** David McLellan made a motion to approve the governance minutes from November 9, 2023. Motion seconded by Tom Bearden. Motion carried.
- b. **Approval of payroll 12-01-2023 through 12-31-2023 totaling \$189,447.53:** Sam Schlegel made a motion to approve the payroll from 12-01-2023 through 12-31-2023 in the amount of \$189,447.53. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Voucher 2023-459 through Voucher 2023-505 totaling \$105,063.10:** Sam Schlegel made a motion to approve Voucher 2023-422 through Voucher 2023-458 totaling \$105,063.10. 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.

*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:**

No report.

### **CHIEF'S REPORT-BATTALION CHIEF DARIN VANDERVEUR:**

No report.

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

#### **Action Items:**

- 1. Approve Chief Benn to enter into agreement with Department of Natural Resources, Forest Land Response Agreement:** Chief Benn distributed the agreements to the board for their review. A motion was made by Tom Bearden to approve Chief Benn to sign both agreements on behalf of South Beach Regional Fire Authority. Motion seconded by Sam Schlegel. Motion carried.
- 2. Approval and sign the Interlocal agreement with City of Aberdeen:** Chief Benn distributed the City of Aberdeen interlocal agreement for the board's review. A motion was made by David McLellan to approve the City of Aberdeen agreement as written. This agreement requires the signatures of the governance board. Motion seconded by Tom Aronson. Motion carried.
- 3. Purchase of Video Laryngoscopes:** Chief Benn distributed information regarding video laryngoscopes. Caylie Raffelson explained the benefit of the tool for intubations. BC Brown has received a grant in the amount of \$2,500 to purchase one laryngoscope. It would be beneficial Chief Benn stated if 3 others could be purchased so that all vehicles would have the same tool for necessary procedures. A motion was made by Tom Bearden to approve the expenditure from Stryker in the amount of \$13,987.94. Motion seconded by Sam Schlegel. Motion carried.
- 4. Sign Region 3 Omnibus Agreement:** Chief Benn distributed the Region 3 Omnibus Agreement for the board member's review. A motion was made by Sam Schlegel to approve the Region 3 Omnibus Agreement as written. Motion seconded by Tom Bearden. Motion carried. It should be noted that Region 3 includes multiple counties including Thurston, Mason, Kitsap, Jefferson and Grays Harbor.

#### **Discussion Items:**

- 1. New Paramedic Hire:** Caylie Raffelson was introduced officially to the board as the newest hire.
- 2. Audit:** Still ongoing.
- 3. GEMT Audit:** We are now going through a GEMT audit. (Ground Emergency Medical Transport)
- 4. Geo-Tech:** The Geo testing company has been out and performed some drillings and testing. Distributed to the board's member was the written report for their review.



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5. **Working with the Port of Grays Harbor: BC VanderVeur and Chief Benn met with the Port and discussed the installation of dry standpipes on the docks as the Port updates the Marine. It would appear that the Port is open to the concept of the entire marina eventually covered.**
6. **Monthly Run Review: Chief Benn distributed the final report for the year.**
7. **New Data Management System: Due to our old data management system become non-compliant with State and National reporting requirements, we have made the switch to "ESO", our new data management system.**
8. **Part Time Personnel: We have hired two part time personnel in an attempt to fill the gaps from our other part time personnel moving on to other jobs.**
9. **Commissioner Compensation Raise: There has been legislation passed that provides the increase for commissioner pay to \$161.00 per meeting. The total cap is now at \$15,456. This will take effect January 1, 2024.**
10. **Minimum Wage Increase from \$15.74 to \$16.28: Legislature has passed the minimum hourly wage from \$15.74 to \$16.28 effective at the beginning of the year.**
11. **Plan for Paramedic Replacement: Testing will be held soon for an EMT position that will allow the new hire to attend paramedic school in 2025. More information to follow.**
12. **Payroll up to date: We are still working on implementing our new system. Chief Benn had received a contract from Preszler, Larner and Merz. After reviewing the contract, a motion was made by Tom Bearden to approve the payroll contract as written. Motion seconded by David McLellan. The Chairman of the Board will provide the signature and the original will be forwarded to Preszler, Larner and Merz.**
13. **EMR Class: The students are taking their class finals this weekend and then the national registry test will be taken.**
14. **SCBA Purchase Update: SCBA's will be arriving tomorrow. We will be receiving 35 of them.**
15. **Other: Chief Benn stated that Brush 312 is still not operable. JH Diesel has been unable to find the source of the problem. With the board's approval, Chief stated that the recommendation was that it be transported to a transmission repair shop in Auburn. More to follow on the actual diagnosis.**
16. **Banking-Payroll: Chief Benn stated that after discussing our payroll situation with Grays Harbor County and Preszler, Larner and Merz it is recommended that a payroll account be opened with the Bank of the Pacific. This would be convenient for depositing the warrant to cover the payroll. A motion was then made by Tom Bearden to authorize a bank account at the Bank of the Pacific with three signors: Teresa Hart, Daryl Brown and Diane McNett. Motion seconded by David McLellan. Motion carried.**

**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**

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Schlegel. Motion carried.

**NEW BUSINESS:**

None.

**Future Meetings:**

1. January 11, 2024-4:30 PM, Board for Volunteer Firefighter.
2. January 11, 2024-5:00 PM, Governance Board Meeting.

**ADJOURN:**

Sam Schlegel made a motion to adjourn the meeting at 6:00 PM. Motion seconded by David McLellan.  
Motion carried.