



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



**GOVERNANCE BOARD MEETING MINUTES**

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

**January 11, 2024-5:00 PM**

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**Call Meeting to Order:**

The South Beach Regional Fire Authority Governance Board Meeting was called to order by Board Vice Chairperson David McLellan representing Commissioner District Three at 5:00 PM. In attendance were the following Board Members: Alfred Schroeder representing Commissioner District Four by Zoom, David McLellan representing Commissioner District Three, Tom Bearden representing Commissioner District Two, Sam Schlegel representing Commissioner District Five by Zoom. Fire Chief Dennis Benn and Administrative Assistant Diane McNett and Administrative Assistant Teresa Hart were present. In addition, Battalion Chief Daryl Brown and Battalion Chief Darin VanderVeur were present. Absent was Commissioner District One Tom Aronson. Audience attendees were Cyprien Ravery, Paramedic and Chris Nicholson, EMT.

Due to Board Chairperson Alfred Schroeder attending the meeting by Zoom, Vice Chairperson David McLellan chaired the meeting.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Agenda modifications were the payroll of \$146,367.87 and the Vouchers 2024-001 through 2024-051 totaling \$257,328.97. 13a. was added under New Business-Approval of Resolution 2024-10 transferring funds.

**Announcements, Proclamations, Presentations:**

None.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of Governance Minutes Meeting from December 14, 2023.** Tom Bearden made a motion to approve the governance minutes from December 14, 2023. Motion seconded by Sam Schlegel. Motion carried.
- b. **Approval of payroll 01-01-2024 through 01-31-2024 totaling \$146,367.87:** Sam Schlegel made a motion to approve the payroll from 01-01-2024 through 01-31-2024 in the amount of \$146,367.87. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Voucher 2024-001 through Voucher 2024-051 totaling \$257,328.97:** Sam Schlegel made a motion to approve Voucher 2024-001 through Voucher 2024-051 totaling \$257,328.97. Motion seconded by Tom Bearden. Motion carried.

**Signing the Vouchers:**

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Board members signed the approved minutes and vouchers.

### **BOARD MEMBER REPORTS:**

*Commissioner District One Tom Aronson:* Absent-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 DARIN VANDERVEUR:**

BC VanderVeur stated that the Fire Academy program is ongoing. This will be the third class in a row with the largest number of attendees: 33. We have 6 attendees from South Beach.

Station 1 will host training for the Dolphin 1 on February 21<sup>st</sup> at 0900. All are invited to attend.

We will be decommissioning the line guns that we had. Hoquiam Fire Department has expressed interest in purchasing them from us.

On January 17, 2024, from 2:00-4:00 PM we will be hosting a Community Risk Reduction event. Chaired by our PIO Coleena Curry we will have demonstrations and participants from 038 and the Red Cross to name a few. This is the first open house that we have held at the training center.

We expect to have our new Scott Paks in service by February 1<sup>st</sup>. Calibration has been completed.

We have heard from GEO Techs and yes, we can build here. The next step will be to forward the recommendations to the architecture department.

### **CHIEF'S REPORT-BATTALION CHIEF DARYL BROWN:**

BC Brown noted that he has been on shift for a month or so.

We are transitioning to ESO, our new data managements system.

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

#### **Action Items:**

1. Approve Bunker Gear purchase in the amount of \$26,424.16: Due to the wear and tear on our current bunker gear plus the addition of new employees, including part time, Chief Benn requested the board to approve \$26,424.16 for bunker gear. A motion was made by Tom Bearden to approve the purchase of \$26,424.16 from Sea Western-7 sets of gear. Motion seconded by Sam Schlegel. Motion carried. The quote had been distributed to the board members for their review.

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2. Approve the upgrade and associated cost of the SCBA Air Cascade System at the Training Center: Chief Benn stated the need for the air cascade system to be upgraded. Distributed were two quotes for the board member's review. Quote 1 contained bottles and pipes in the amount of \$15,163.24 which includes lifetime certifications: received from Curtis. Quote 2 from Curtis in the amount of \$12,883.96 would require recertification. Discussion followed with Sam Schlegel making a motion to approve Quote 1 from Curtis in the amount of \$15,163.24. Motion seconded by Tom Bearden. Motion carried.

3. GEMT Audit: The GEMT (Ground Emergency Medical Transport) is ongoing.

4. Monthly Run Review: Chief Benn presented the monthly run review for the board.

5. Step 1-New Pay Grade: Distributed to the board was the new pay grade for 2024 due to the increase of minimum pay per hour.

6. Testing of EMT/Paramedic Student: BC VanderVeur was in charge of the testing process of 3 candidates for Paramedic Student. This was done in order to fill the vacant Paramedic position. The students who progress through the testing process will have a Chief's interview next week. We will be looking to place the applicant on shift, February 2<sup>nd</sup>. They will then attend Paramedic school in the fall of 2025. Chief Benn is currently working on a contract, clarifying expectations.

### **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.**

Tom Bearden made a motion to approve the commissioner timecards as presented. Motion seconded by Fred Schroeder. Questioned by Tom Bearden was the scanner and its reliability. BC Brown stated that it is weather based and is not always going to be perfectly clear.

### **NEW BUSINESS:**

1. Resolution 2024-10: Resolution 2024-10 was presented to the board with regard to the transfer of \$500,000 from the Ambulance Fund to the Expense Fund of South Beach Regional Fire Authority to pay current bills. A motion was made by Tom Bearden to approve Resolution 2024-10 as written. Motion seconded by Sam Schlegel. Motion carried.

### **Future Meetings:**

1. March 14, 2024-4:30 PM, Board for Volunteer Firefighter.
2. March 14, 2024-5:00 PM, Governance Board Meeting.

### **ADJOURN:**

Tom Bearden made a motion to adjourn the meeting at 5:36 PM. Motion seconded by Sam Schlegel. Motion carried.