



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



**GOVERNANCE BOARD MEETING MINUTES**

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

**February 8, 2024-5:00 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 by Zoom and Commissioner District One Tom Aronson. 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. Mayor Ed Welter, Keith Zelepuza and Jake Finnigan were also in attendance.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Agenda modifications were the payroll of \$201,295.34 and the Vouchers 2024-052 through 2024-099 totaling \$279,617.55. 13a. was added under New Business-Approval of Resolution 2024-20 transferring funds.

**Announcements, Proclamations, Presentations:**

None.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of Governance Minutes Meeting from January 11, 2024:** Tom Bearden made a motion to approve the governance minutes from January 11, 2024. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 02-01-2024 through 02-29-2024 totalling \$201,295.34:** David McLellan made a motion to approve the payroll from 02-01-2024 through 02-29-2024 in the amount of \$201,295.34. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of Voucher 2024-052 through Voucher 2024-099 totalling \$279,617.55:** Tom Bearden made a motion to approve Voucher 2024-052 through Voucher 2024-099 totaling \$279,617.55. Motion seconded by David McLellan. Motion carried.

**Signing the Vouchers:**

Board members reviewed and signed the approved vouchers.

## **PAGE 2 GOVERNANCE BOARD MINUTES-FEBRUARY 2024**

### **BOARD MEMBER REPORTS:**

*Commissioner District One Tom Aronson:* Tom Aronson introduced Mayor Ed Welter to the board and audience. It was noted that the City of Westport had received a report on the condition of their owned buildings and properties. The fire station is rated as a building that would require remodeling to meet satisfactory conditions. Mayor Welter asked what the board's intentions would be, noting there wasn't a rush but a conversation should begin. No actual action or decision as to what the next step would be. This will be discussed at further board meetings.

*Commissioner District Two Tom Bearder:* 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-CHIEF DENNIS BENN:**

#### **Discussion Items:**

1. **Crashed Ambulance:** Medic 311 was involved in a motor vehicle accident in Aberdeen, WA while transporting an intubated patient to Harbor Regional Health.
  - a) **Injuries-Medic 311** had a crew of 3 onboard at the time of the accident. All 3 were transported to Harbor Regional Health by the Aberdeen Fire Department ambulance. One crew member is still out on injury. The other two have returned to work.
  - b) **No matter what the final outcome is for getting the unit back into service, it will be over my spending limit. Depending on how quickly the insurance moves on this matter, we will either phone poll the board or wait until next month to determine how to implement the recovery efforts.**
2. **Audit:** Still ongoing.
3. **GEMT Audit:** Still ongoing. (Ground Emergency Medical Transport)
4. **Firefighter 1 Academy:** We have 26 students, representing nearly every Fire District in Grays Harbor County.
5. **Monthly Run Review:** Chief Benn distributed the monthly run review.
6. **2025 Budget:** Chief Benn distributed the preliminary 2025 Budget. The staff will be coming together to refine the requests with recommendations for board consideration made at a later date.
7. **Strategic Planning:** Chief stated that we are going through an internal Strategic Planning process to identify, define and prioritize projects for the next five plus years. This should set us up for success for the immediate future of the department. Chief would like a Commissioner involved with Chairman Schroeder noting that it should be the entire board.
8. **Westport Fire Stations-Hand Out:** As Mayor Welter had stated regarding the recent report of the City of Westport to evaluate the current condition of their buildings and properties. The firm has identified the Westport Fire Station as a structure which is in need of improvement. The Chief's are currently in the process of evaluating the report, to discern what immediate course of action we can take to mitigate some of the concerns of the report.
9. **Commissioner Training:** Chief Benn distributed a handout to the board members that lists a disaster workshop on Wednesday, March 20<sup>th</sup> at Montesano City Hall.

### **PAGE 3 GOVERNANCE BOARD MINUTES-FEBRUARY 2024**

10. Grays Harbor County Commissioner Meeting Minutes: Chief Benn distributed a handout to the commissioners of the recent minutes.
11. Medic Up Date: Chris Nicholson has received his license to perform Paramedicine in the State of WA and is currently in the process of getting his South Beach requirements accomplished.
12. Coleena Curry 30 hours: Coleena Curry is requesting she be allowed to work 30 hours per week. A motion was made by David McLellan to approve Coleena's request to work 30 hours per week. Motion seconded by Tom Aronson. Motion carried. Coleena's rate of pay is \$16.50 per hour.
13. Lid Lift: Chief Benn stated that we should be considering a lid lift in February of 2025.
14. Other: Ballistic Vests have been purchased. We have 10 and will be going through active shooter training on April 1<sup>st</sup>, stated BC Vander Veur.
15. Executive Session: A request was made by Chief Benn to have an executive session for 15 minutes for the purpose of possible litigation with no action to be taken.

### **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 Aronson. Motion carried.

### **NEW BUSINESS:**

1. **Resolution 2024-20:** Resolution 2024-20 was presented to the board with regard to the transfer of \$350,000 from the Excess Levy Account to the Expense Fund of South Beach Regional Fire Authority to pay current bills. A motion was made by Tom Bearden to approve Resolution 2024-20 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 TO EXECUTIVE SESSION FOR 15 MINUTES WITH NO ACTION TO BE TAKEN:**

Tom Bearden made a motion to adjourn the meeting at 5:45 PM to adjourn to executive session for the purpose of possible litigation with no action to be taken. Motion seconded by Sam Schlegel. Motion carried.

**BACK IN SESSION:** Chairman Schroeder called the meeting back to order at 6:00 PM with no action to be taken.

**ADJOURN:** A motion was made by David McLellan to adjourn the meeting at 6:02 PM. Motion seconded by Tom Bearden. Motion carried.