



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



GOVERNANCE BOARD MEETING MINUTES

805 State Route 105 East, Westport, WA 98595

March 14, 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 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. Paramedic Jake Finnigan and EMT Tricia Hubbard were also present.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$163,422.74 and the Vouchers 2024-100 through 2024-154 totaling \$306,268.17. 13a. was added under New Business-Approval of Resolution 2024-30 regarding surplus of items.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of Governance Minutes Meeting from February 8, 2024:** Tom Bearden made a motion to approve the governance minutes from February 8, 2024. Motion seconded by Tom Aronson. Motion carried.
- b. **Approval of Special Board Meeting Minutes February 27, 2024:** A motion was made by David McLellan to approve the Special Board Meeting Minutes as written. Motion seconded by Tom Aronson. Motion carried.
- c. **Approval of payroll 03-01-2024 through 03-31-2024 totaling \$163,422.74.:** Tom Bearden made a motion to approve the payroll from 03-01-2024 through 03-31-2024 in the amount of \$163,422.74. Motion seconded by Tom Aronson. Motion carried.
- d. **Approval of Voucher 2024-100 through Voucher 2024-154 totaling \$306,268.17:** David McLellan made a motion to approve Voucher 2024-100 through Voucher 2024-154 totaling \$306,268.17. Motion seconded by Tom Aronson. Motion carried.

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Signing the Vouchers:

Board members reviewed and signed the approved vouchers.

BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: No report.

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 will be going to 5 Star Auto Body for repairs on April 1st.
2. **Audit:** Still ongoing.
3. **GEMT Audit:** Still ongoing. (Ground Emergency Medical Transport)
4. **Firefighter 1 Academy:** Going strong with 26 candidates.
5. **DNR 50/50 Grant:** Chief Benn stated we have purchased 3 mobile radios on the DNR 50/50 Grant.
6. **Monthly Run Review:** 108 calls for the month of February averaging 3.72 calls per day.
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. The decision to meet was on Tuesday, March 19th, 10:00 AM at the Training Center for a workshop. To follow in the afternoon will be a workshop for the 2025 budget.
8. **Westport Fire Stations-A** meeting took place on Wednesday to discuss options for improvement and accountability. The City was satisfied with our maintenance proposal moving forward.
9. **Raffelson's move on:** Both Caylie and Ryann Raffelson have decided to broaden their horizons and have moved on with their lives. We wish them the best in their endeavors.
10. **Station 3-6 (Training Center) Update:** We have put Station 3-6 on hold, until we find out about other possibilities.
11. **Staffing Eagle Hill this summer:** Chief Benn met with the Shoalwater Tribal Council and they are in favor of us utilizing the Eagle Hill facility again this summer.
12. **Medic Up-date:** Chris Nicholson has received his license to perform Paramedicine in the State of Washington and is currently in the process of getting his South Beach requirements accomplished. As of this evening, this has been completed.
13. **Executive Session:** Chief Benn has requested an executive session for 1 hour to discuss the following: 1. Property Acquisition. 2. Personnel Issues. 3. Bargaining Unit Request. Action may or may not be taken.

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DEPARTMENT REPORTS:

Board for Volunteer Firefighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. Approved by Chief Benn were the 2023 volunteer firefighters pension listing.

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 2024-30** Resolution 2024-30 was presented to the board with regard to the surplus of air tanks. Tom Bearden made a motion to approve Resolution 2024-30 as written. Motion seconded by David McLellan. Motion carried.
2. **Resolution 2024-40** Resolution 2024-40 was presented to the board with regard to the surplus of line deployment kits. David McLellan made a motion to approve Resolution 2024-40 as written. Motion seconded by Tom Bearden. Motion carried.

Future Meetings:

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

ADJOURN TO EXECUTIVE SESSION FOR 60 MINUTES WITH POSSIBLE 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 discussing: 1. Property Acquisition-2. Personnel Issues-3. Bargaining Unit Request. Time requested 60 minutes with possible action to be taken. Motion seconded by Sam Schlegel. Motion carried.

BACK IN SESSION: Chairman Schroeder called the meeting back to order at 6:45 PM. 1. Property Acquisition: A motion was made by David McLellan to approve the expenditure of \$45,000-earnest money toward the purchase of property. Motion seconded by Tom Bearden. Motion carried. 2. Personnel Issues-No action to be taken. 3. Bargaining Unit Request-no action to be taken.

ADJOURN: A motion was made by Tom Aronson to adjourn the meeting at 6:47 PM. Motion seconded by Sam Schlegel. Motion carried.