



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



GOVERNANCE BOARD MEETING MINUTES

805 State Route 105 East, Westport, WA 98595

April 11, 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 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 was present. Battalion Chief Darin VanderVeur was absent. Paramedic Cyprien Ravery, EMT Brenna VanderVeur, and Volunteer Emily Scott were present.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll of \$199,421.88 and the Vouchers 2024-155 through 2024-198 totaling \$72,922.99 under 7b. 9. Resolution 2024-50 Transport Billing Policy-BC Brown. 12b. Resolution 2024-60 and 12c. Resolution 2024-70.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of Governance Minutes Meeting from March 14, 2024:** Tom Bearden made a motion to approve the governance minutes from March 14, 2024. Motion seconded by David McLellan. Motion carried.
- b. **Approval of payroll 04-01-2024 through 04-30-2024 totaling \$199,421.28:** Sam Schlegel made a motion to approve the payroll from 04-01-2024 through 04-30-2024 in the amount of \$199,421.28. Motion seconded by David McLellan. Motion carried.
- c. **Approval of Voucher 2024-155 through Voucher 2024-198 totaling \$72,922.99:** David McLellan made a motion to approve Voucher 2024-155 through Voucher 2024-198 totaling \$72,922.99. 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: Commissioner Tom Aronson noted that he had mentioned at the City Council meeting that the RFA was pursuing the purchase of property for a fire station. There was no discussion from the council attendees about whether they were in favor or not in favor of.

Commissioner District Two Tom Bearder: No report.

Commissioner District Three David McLellan: Commissioner David McLellan stated that he would like to remove the windows in the training center and replace it with a wall. It was noted by Chief Benn that this would need to have a plan drawn up that would include costs before the change could be made. To be determined at a later date.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Commissioner Sam Schlegel asked if any of the 5 entities within the RFA could drop out if they wanted to. The answer was no, the RFA was approved in 2017 which included all entities voting yes.

CHIEF'S REPORT-Battalion Chief Daryl Brown:

RESOLUTION 2024-50: Battalion Chief Brown brought to the board's attention Resolution 2024-50 for approval. This resolution addresses the reimbursement of capital expenditures from proceeds of future borrowing and providing for related matters. Basically, when the RFA approves a bond for the purpose of constructing a fire station, costs that were initially paid by the RFA may be included in the total amount of the bond to recoup the money spent. This resolution is a result of United States Treasury Regulations Section 1.150-2 outlined in Resolution 2024-50 prepared by a bond attorney. A motion was made by David McLellan to approve Resolution 2024-50 as written. Motion seconded by Tom Aronson. Motion carried.

UPDATE-ENGLEWOOD LANE PROPERTY: BC Brown stated that the down payment of \$45,000 had been paid and that we were now in the feasibility period. Fred Long will be locating the septic tanks for pumping. The wetland study is being worked on as well as a building inspector will be assigned soon for completion of an inspection report. We are also seeking approval for acceptance from Westport City to hook up the sewer. We expect to have a pre-application hearing with Grays Harbor County. Due to the timing, we may have to file an extension with the property owners. Our real estate agent does not expect this to be a problem. Updates on the status of the purchase will be made at the May meeting.

CHIEF'S REPORT-Chief Dennis Benn:

ACTION ITEMS:

1. **2025 Budget Adoption:** Distributed to the board members was the 2025 Budget totaling \$3,583,613. The board had previously reviewed the line items. A motion was made by David McLellan to approve the 2025 Budget totaling \$3,583,613. Motion seconded by Tom Aronson. Motion carried.

DISCUSSION ITEMS:

1. **Crashed Ambulance:** Chief Benn stated that the ambulance was delivered to the 5 Star Collision Center on April 1st. The repairs should be completed in about one month.
2. **Audit:** Still ongoing looking to close out soon.
3. **GEMT Audit:** Paperwork arrived stating it is completed.
4. **Firefighter 1 Academy:** Going strong- Graduation is May 25th.
5. **Monthly Run Review:** A handout with the monthly data was distributed for review.

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6. **Strategic Planning:** Still working on it. More information to be received at a seminar in June at Lake Chelan in order to complete the plan this summer.
7. **Roles of Fire Commissioners/Chiefs:** Fire House Lawyer Eric Quinn will be hosting a training course which addresses the elected roles and the administrative roles of the Fire Department.
8. **General VIP Invite for April 20th, Lincoln Lockdown Exercise:** Commissioners are invited to watch the drill on April 20th.
9. **Sewer Application Permit:** Provided in the packet as discussed earlier regarding the Englewood Lane project.
10. **FEMA Approval of the Grays Harbor County Hazard Mitigation Plan:** FEMA has approved the Grays Harbor County Hazard Mitigation Plan. We as a Board, will need to adopt the plan, by resolution. Grays Harbor County Emergency Manager is working on a resolution which all entities can present to their Board.
11. **Rescue 343 JHD Diesel Quote:** We have received the quote to repair Rescue 343. The amount is \$11,438.34. Tom Bearden made a motion to approve the expenditure of \$11,438.34 for the repair of Rescue 343. Motion seconded by David McLellan. Motion carried.
12. **Emerald Coast Communications Request for use of space:** Chief Benn has received a letter from Andrea Dowd regarding the use of the Ocosta volunteer fire station for the Ocosta News Networks broadcasting station on a weekly basis. Discussion followed with the recommendation that Chief Benn send Andrea Dowd a letter stating that insurance would need to be supplied by her, plus portable toilet facilities. More information to follow after responses from Andrea Dowd are received.
13. **Executive Session:** Chief Benn asked for an executive session prior to adjournment for 20 minutes with possible action to be taken. The reason for the session is personnel issues.

DEPARTMENT REPORTS:

Board for Volunteer Firefighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. Chief Benn will be checking on a volunteer representative for the board.

CORRESPONDENCE:

None.

UNFINISHED BUSINESS.

Sam Schlegel made a motion to approve the commissioner timecards as presented. Motion seconded by Tom Aronson. Motion carried.

NEW BUSINESS:

1. **Resolution 2024-60** Resolution 2024-60 was presented to the board to ask the qualified electors for their ratification or rejection at an election on August 6, 2024 the question of whether or not the regular property tax levy of SBRFA should be restored to \$1.50 per \$1,000.00 of true and assessed valuation, subject to otherwise statutory limitations. A motion was made by Tom Bearden to approve Resolution 2024-60 as written. Motion seconded by David McLellan. Motion carried.
2. **Resolution 2024-70** Resolution 2024-70 was presented to the board as a provisional ballot measure should Resolution 2024-60 not pass on August 6, 2024. The ballot measure provides for the support of fire protection and emergency medical services, facilities, maintenance, staffing and operations by authorizing the RFA to levy excess taxes in the amount of \$954,000 in 2024 to be collected in 2025 at an approximate levy rate of \$.71 per thousand of assessed valuation (the actual rate will be based on assessed values). This ballot measure would be held at the General Election on November 5, 2024.

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Tom Aronson made a motion to approve Resolution 2024-70 as written. Motion seconded by Sam Schlegel. Motion carried.

Future Meetings:

1. May 9, 2024-4:30 PM, Board for Volunteer Firefighter.
2. May 9, 2024-5:00 PM, Governance Board Meeting.

It was noted by Secretary McNett that elections for Chairman/Vice Chairman would be held at the May meeting.

ADJOURN TO EXECUTIVE SESSION FOR 20 MINUTES WITH POSSIBLE ACTION TO BE TAKEN:

Tom Bearden made a motion to adjourn the meeting to executive session at 6:25 PM for 20 minutes to discuss personnel issues. Motion seconded by David McLellan. Possible action to be taken.

BACK IN SESSION: Chairman Schroeder called the meeting back to order at 6:45 PM with 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.