



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



**GOVERNANCE BOARD MEETING MINUTES**  
**708 S Englewood Lane, Westport, WA 98595**  
**August 8, 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, Tom Bearden representing Commissioner District Two, Sam Schlegel representing Commissioner District Five, Tom Aronson, representing Commissioner District One and Vice Chairman, David McLellan representing Commissioner District Three present by telephone. In addition, the following were present: Darin VanderVeur, Battalion Chief, Dennis Benn, Fire Chief and Teresa Hart, Administrative Assistant. Absent were Battalion Chief Daryl Brown and Administrative Assistant Diane McNett.

In attendance were the following audience:

Brenna VanderVeur, Lt, EMT, SBRFA and Chris Nicholson, FF, Paramedic, SBRFA

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Agenda modifications were the payroll total for 8-1-24 through 8-31-24 \$153,456.93 and Vouchers 2024-329 through 2024-373 totaling \$72,575.33. Under Number 13, Resolution #2024-150-transfer of funds from excess levy fund to the expense fund to pay current bills.

**Announcements, Proclamations, Presentations:**

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of Governance Minutes Meeting July 11, 2024:** Sam Schlegel made a motion to approve the July 11, 2024, minutes as written. Motion second by Tom Aronson. Motion carried.
- b. **Approval of Special Board Meeting July 25, 2024:** David McLellan made a motion to approve the Special Board Meeting minutes as written. Motion seconded by Sam Schlegel. Motion carried.
- c. **Approval of payroll 08-01-2024 through 08-31-2024 totaling \$153,456.93:** Sam Schlegel made a motion to approve the payroll from 08-01-2024 through 08-31-2024 in the amount of \$153,456.93. Motion seconded by Tom Aronson. Motion carried.
- d. **Approval of Voucher 2024-329 through Voucher 2024-373 totaling \$72,575.33:** David McLellan made a motion to approve Voucher 2024-329 through Voucher 2024-373 totaling \$72,575.33. Motion seconded by Sam Schlegel. 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:* Tom stated that he would be gone for the September meeting.

*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:* Sam questioned who takes care of the property for the Grayland Water District around the hydrants? Chief Benn stated that it is the Grayland Water District. Sam would like someone to put pressure on them to clear out the brush around the hydrants.

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

#### **Action Items:**

1. **Adopt Litigation Policy:** Distributed to the board was a litigation policy prepared by our Attorney Brian Snure. This is in regard to employees and an issue that has occurred. The policy received has been sent to the Union for their review. Questions from the Union have been answered by Chief Benn with the recommendation that the board approve the policy. A motion was made by Tom Bearden to approve the litigation policy as written. Motion seconded by Sam Schlegel. Motion carried.

#### **Discussion Items:**

1. Letter to Mayor Welter: Hand out was presented to the board. Another time sensitive request from Mayor Ed Welter, wanting our views of the potential wildland hazard, stated Chief Benn. This is the property owned by the State Parks abutting City property. Shared with the board was the stance that Chief Benn has regarding the property. Basically, his stance is that the liability falls on the property owner.
2. Ladder 311: Still in the shop being worked on.
3. Audit: Still ongoing. Scheduling another audit this fall.
4. WSRB Audit: Working with Eric Cunningham of WSRB for an update of our WSRB grading. This will start on Tuesday, August 13, 2024.
5. Update on the Englewood Lane Property: We are looking at "Star Link" vs "Verizon/Comcast" and looking to occupy the building in some way soon.
6. Monthly Run Review: A handout was distributed to the board.
7. Pump Testing: Pump testing was performed earlier this week. All apparatus except for one passed. T-331 requires shop repair time, and we will get that going as soon as we can.
8. Burn Bans: Grays Harbor/Pacific County all have burn restrictions. All fires except propane.
9. Meet with City of Westport: A meeting was held with the City of Westport to discuss inspections and code enforcement. The Chief gave them our responsibility for inspection as we have no authority to enforce the code.
10. Next Grays Harbor County Fire Commissioners Meeting will be held Thursday, August 15<sup>th</sup> at District 2 in Central Park.

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11. Executive Session has been requested at the conclusion of the meeting for possible litigations with no action to be taken and for a period of 20 minutes.
12. Battalion Chief VanderVeur is teaching FF2 class next week.

**DEPARTMENT REPORTS:**

**Board for Volunteer Firefighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. No new business.**

**CORRESPONDENCE:**

**None.**

**UNFINISHED BUSINESS.**

- A. **Approval of Commissioner Timecards: Tom Bearden made a motion to approve the commissioner timecards as presented. Motion seconded by Sam Schlegel. Motion carried.**

**NEW BUSINESS:**

- A. **Resolution 2024-150: Resolution 2024-150 was presented with regard to the sum of \$600,000 be transferred from the Excess Levy Fund to the Expense Fund of South Beach Regional Fire Authority, by notice to the County Treasurer through a copy of this resolution to pay current bills. Tom Bearden made a motion to approve Resolution 2024-150 as written. Motion seconded by Sam Schlegel. Motion carried.**

**Future Meetings:**

- a. **September 12, 2024-4:30 PM, Board for Volunteer Firefighter.**
- b. **September 12, 2024- 5:00 PM, Governance Board Meeting.**

**ADJOURN: Tom Bearden made a motion to adjourn the meeting to executive session for possible litigation with no action to be taken. Motion seconded by Sam Schlegel. Motion carried. The time was 17:35 and the allotted time was 20 minutes. BACK IN SESSION AT 17:55. No action taken.**

**A motion was made by Tom Bearden to adjourn the meeting at 17:56. Motion seconded by Tom Aronson. Motion carried.**