



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



GOVERNANCE BOARD MEETING MINUTES
708 S Englewood Lane, Westport, WA 98595
September 12, 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 District Two, David McLellan, Vice Chairman representing Commissioner District Three, Sam Schlegel representing Commissioner District Five. Absent was Tom Aronson representing Commissioner District One. In addition, the following were present: Battalion Chief Daryl Brown and Administrative Assistant Diane McNett. Absent were Fire Chief Dennis Benn, Battalion Chief Darin VanderVeur and Administrative Assistant Teresa Hart.

In attendance were the following audience:
Linda McLellan, Grayland Resident

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll total for 9-1-2024 through 9-30-2024: \$140,407.31 and Vouchers 2024-374 through 2024-416 totaling \$85,577.41..

Announcements, Proclamations, Presentations:

Public Comments:

None.

Consent Agenda:

- a. **Approval of Governance Minutes Meeting August 8, 2024:** Tom Bearden made a motion to approve the August 8, 2024, minutes as written. Motion second by David McLellan. Motion carried.
- b. **Approval of payroll 09-01-2024 through 09-30-2024 totaling \$140,407.31:** David McLellan made a motion to approve the payroll from 09-01-2024 through 09-30-2024 in the amount of \$140,407.31. Motion seconded by Sam Schlegel. Motion carried.
- c. **Approval of Voucher 2024-374 through Voucher 2024-416 totaling \$85,577.41:** Sam Schlegel made a motion to approve Voucher 2024-374 through Voucher 2024-416 totaling \$85,577.41. Motion seconded by David McLellan. 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. Absent

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 Schlegel brought to discussion the issue with the grass growing around the fire hydrants in the Grayland water district. BC Brown stated that Chief Benn had been in contact with the water department, but the issue had not been resolved as of yet. The water district does check quarterly but unknown when the hydrants in question had been mowed around. Sam noted that in the past the cranberry growers had offered their irrigation sumps for water refills. Noted by Chairman Schroeder was that hose ramps might be helpful during emergencies.

CHIEF'S REPORT-CHIEF DARYL BROWN:

Action Items:

1. **Approve GHC Sheriff Department:** BC Brown stated that he would like the board to take action regarding the approval of the Grays Harbor County Sheriff's office to have an office space at the Englewood building. It would be beneficial to have a presence by the Sheriff Department and allow them to complete their reports or make phone calls. A motion was made by Tom Bearden to approve the GHC Sheriff's Department an office space in the Englewood building. Motion seconded by David McLellan. Motion carried.

Discussion Items:

1. Distributed to the board members was a "Bond Counsel Engagement Letter for the Issuance of General Obligation Bonds" from Foster Garvey located at 1111 Third Avenue, Suite 3000, Seattle, WA 98101. Discussion followed with David McLellan making a motion to approve Foster Garvey's engagement letter as written. Motion seconded by Tom Bearden. Motion carried. BC Brown added that he has contacted Jim Walsh's office in Olympia, WA and the application for federal funding for projects will be available in December.
2. **Ladder 311:** BC Brown has spoken with True North regarding the status of Ladder 311. He was advised that they have began reconstruction our out-rigger housings. The process is quite involved and will require certification from Smeal.
3. **Medic 311/Medic 321:** The new to us M311 is in service. M321 is back from Five Star Ford with repairs completed and now in service. Our ambulance equipment is now at our normal operating levels.
4. **Burn Ban Status:** Full burn ban currently with propane-controlled fires allowed.
5. **Lid Lift (Proposition 1):** The lid lift has been ratified and successful for our \$1.50 fire tax level. This will reset our fire tax from approximately 93 cents to \$1.50 per thousand. Multicounty results were 63.74% combined.
6. **Administration move to Englewood Drive:** BC Brown stated that we are still in the process of installing technology infrastructure in the Englewood building. We anticipate being in by the end of September.

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7. **Update to Audit Engagement Letter:** Our audit has taken longer than expected and we have received an update to our engagement letter. The original cost was quoted at \$27,400 with a new revised estimate at \$44,395.

Questioned by Fred was the possibility of a gate installed for security at Englewood. BC Brown did state that we now have Starlink installed. This would be beneficial should a disaster occur.

DEPARTMENT REPORTS:

Board for Volunteer Firefighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. The board approved a claim for a firefighter who was injured at the VFW fire. The firefighter did not have to stay overnight at the hospital and recovered quickly.

CORRESPONDENCE:

A letter was received from Chief Dennis Benn stating that his last day of work to be on January 31, 2025. Chief Benn would like to hand the "baton" over to BC Daryl Brown. Chief Benn has asked for a workshop to be held prior to the October 10th board meeting for transitioning plans. The board's consensus was that 3:00 PM on Thursday, October 10 would be satisfactory to all members.

UNFINISHED BUSINESS.

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

NEW BUSINESS:

None.

Future Meetings:

- a. **October 10, 2024-3:00 PM-Succession Planning Workshop-Englewood location.**
- b. **October 10, 2024-4:30 PM-Board for Volunteer Firefighter Board.**
- c. **October 10, 2024- 5:00 PM, Governance Board Meeting.**

ADJOURN:

Sam Schlegel made a motion to adjourn the meeting at 6:05 PM. Motion seconded by David McLellan. Motion carried.