



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



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

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll total for 11-1-2024 through 11-30-2024: \$146,480.60 and Vouchers 2024-461 through 2024-509 totaling \$172,588.32. 13a) Resolution 2024-152 Transfer of Funds. 13b) Resolution 2024-153 Budget DOR Levy Resolution.

Announcements, Proclamations, Presentations:

Public Comments:

None.

Consent Agenda:

- a. **Approval of Governance Minutes Meeting October 10, 2024:** Sam Schlegel made a motion to approve the October 10, 2024, minutes as written. Motion second by David McLellan. Motion carried.
- b. **Approval of payroll 11-01-2024 through 11-30-2024 totaling \$146,480.60:** David McLellan made a motion to approve the payroll from 11-01-2024 through 11-30-2024 in the amount of \$146,480.60. Motion seconded by Sam Schlegel. Motion carried.
- c. **Approval of Voucher 2024-461 through Voucher 2024-509 totaling \$172,588.32:** Sam Schlegel made a motion to approve Voucher 2024-461 through Voucher 2024-509 totaling \$172,588.32. Motion seconded by Tom Aronson. Motion carried.

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SIGNING OF VOUCHERS:

Board members reviewed and signed the approved vouchers.

BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: Questioned was whether the property owned by Randy Rust had been annexed into our district. Chief Benn said it had been done.

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 noted that he wanted to compliment Chief Benn that he was a great Chief and thanked him for his service. Chief Benn's last day will be January 31, 2025. Sam also added that the area by the Larkin Station needs to be mowed.

CHIEF'S REPORT:

Action Items:

1. **APPROVE REPAIR COSTS TO LADDER 311:** Chief Benn brought to discussion that the recent repair work on Ladder 311 had exceeded the expected cost due to the extensive required repairs. The ladder repair work was \$62,100.25 along with the pump repair work at \$19,841.28. Tom Aronson made a motion to approve the total of \$81,491.53 to True North. Motion seconded by David McLellan. Motion carried.
2. **CRASHED MEDIC UNIT:** Chief Benn reported that our insurance company had settled with us in the amount of \$68,629.00 along with the wrecked ambulance. The best solution for the 2011 Ford Ambulance chassis would be to surplus the chassis and keep the box for training purposes. Resolution #24-151 was presented to the board members for their review. Tom Aronson seconded the motion. Motion carried.
3. **ENTER INTO CONTRACT WITH TCA ARCHITECTURE:** Phase 1 of the 708 Englewood Lane Property was discussed as we need direction regarding future development. To proceed, a motion is needed to approve BC Daryl Brown to enter into a contract with TCA Architecture for "Programming", Phase 1 of 708 Englewood Lane Property. Tom Bearden made a motion to approve BC Brown to enter a contract with TCA Architecture for Programming Phase 1 of 708 Englewood Lane Property. Motion seconded by Tom Aronson.
4. **D.A.DAVIDSON:** Sign engagement letter with D.A. Davidson, identifying D.A. Davidson as our Bond Underwriter or Placement Agent. Chief Benn noted that we have reviewed the protocol for a bond underwriter previously. A motion is needed to approve D.A. Davidson. Sam Schlegel made a motion to approve D.A. Davidson as our bond underwriter or placement agent. Motion seconded by Tom Bearden. Motion carried.
5. **APPROVAL OF FIRE MECHANIC POSITION:** A MOU has been prepared with the union regarding adding a position in January of 2025 for an EMT who can not only provide mechanical assistance but also fill in when needed for shifts. The position will be advertised within the current employees and go through the hiring process. Tom Bearden made a motion to create a fire mechanic position effective January 2025. Motion seconded by Sam Schlegel. Motion carried.

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DISCUSSION ITEMS:

ADVERTISING FOR CHIEF POSITION: Chief Benn contacted our attorney, Brian Snure, as the board had requested whether we needed to advertise for the chief position. Brian advised that there is no need to advertise, they need to simply appoint that position. The recommendation from Chief Benn was that the board enter into contracts with BC Brown and BC VanderVeur for Chief and Assistant Chief respectively. Tom Bearden made a motion that the board enter into a contract with intent to hire BC Daryl Brown as Chief of South Beach Regional Fire Authority effective February 1, 2025. Motion seconded by Sam Schlegel. Motion carried. BC Brown thanked the board and added that he would be discussing the Assistant Fire Chief position with BC VanderVeur on December 4, 2024. A report will be given at the December meeting regarding the Assistant Fire Chief position.

MINIMUM WAGE: In 2025, the Washington State minimum wage will be increasing from \$16.28 per hour to \$16.66 per hour. We are planning to set our minimum "Employment" wage to \$16.75 per hour.

UP-DATE ON THE ENGLEWOOD LANE PROPERTY: We have Verizon at the Englewood property and Star Link is in place. This is beneficial should an emergency outage occur.

MONTHLY RUN REVIEW: Chief Benn distributed the monthly information.

DEPARTMENT REPORTS:

Board for Volunteer Firefighter meeting report: The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. There are two pending medical issues currently. A voucher was requested for \$1,350-2024 dues.

CORRESPONDENCE:

None.

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:

- a) **Resolution 2024-152.** David McLellan made a motion to approve Resolution 2024-152 for the transfer of \$300,000 from the Ambulance Fund to the Expense Fund for monthly expenses. Motion seconded by Tom Aronson. Motion carried.
- b) **Resolution 2024-153.** Budget Department of Revenue Levy Resolution. A motion was made to David McLellan to approve the 2025 request for Levy Funds as written. Motion seconded by Tom Aronson. Motion carried.

Future Meetings:

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

ADJOURN:

Sam Schlegel made a motion to adjourn the meeting at 6:15 PM. Motion seconded by David McLellan. Motion carried.