



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



**GOVERNANCE BOARD MEETING MINUTES
708 S Englewood Lane, Westport, WA 98595
December 12, 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, 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, Battalion Chief Darin VanderVeur and Administrative Assistant's Diane McNett and Teresa Hart.

Audience:

Chris Nicholson, Paramedic-Local 3689
Brenna VanderVeur, EMT-Lt.-Local 3689
Emily Scott, Volunteer

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll total for 12-1-2024 through 12-31-2024: \$148,545.50 and Vouchers 2024-510 through 2024-553 totaling \$115,151.72.

Announcements, Proclamations, Presentations:

Public Comments:

None.

Consent Agenda:

- a. **Approval of Governance Minutes Meeting November 14, 2024:** David McLellan made a motion to approve the November 14, 2024, minutes as written. Motion second by Tom Aronson. Motion carried.
- b. **Approval of payroll 12-01-2024 through 12-31-2024 totaling \$148,545.50** Tom Bearden made a motion to approve the payroll from 12-01-2024 through 12-31-2024 in the amount of \$148,545.50. Motion seconded by Sam Schlegel. Motion carried.
- c. **Approval of Voucher 2024-510 through Voucher 2024-553 totaling \$115,151.72:** David McLellan made a motion to approve Voucher 2024-510 through Voucher 2024-553 totaling \$115,151.72. Motion seconded by Sam Schlegel. 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: Tom noted that there is an employment opportunity at the city for the building inspector position. Kevin Goodrich, the current City Administrator has announced that he will be leaving the position at the end of January.

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 whether there would be a crew staffing the North Cove Station this summer. There is no decision at this time.

CHIEF'S REPORT:

Action Items:

1. **ENTER INTO CONTRACT WITH TDJ CPA INC:** Chief Benn stated that the administration staff had been in discussion with an accounting firm that was referred to us specifically for assistance with state audits. The company is TDJ CPA Incorporated located at 6012 NW 169th Street, Ridgefield, WA 98642. Basically, the Chief was asking the board to approve technical accounting assistance and audit liaison for financial periods ending December 31, 2019, 2020 and 2021.

The performance of "other accounting services" is deemed to be "nonattest services" in TDJ's professional standards. With the assistance of TDJ, the Chief stated we would be able to "get on track" and then be able to complete audit reports without a professional service. The Chief explained that the administration staff had not completed financial statements previously and struggled considerably to meet the guidelines set by the state auditors. Tom Bearden made a motion to approve the engagement contract as presented by Teresa D. Johnson from TDJ CPA Inc. Motion seconded by Sam Schlegel. Motion carried.

DISCUSSION ITEMS:

1. **WRAPPING UP THE AUDIT:** The close out for audit was scheduled for this afternoon, however it was postponed by the state. The new date will be December 19th with confirmation of the time to be provided when the audit invitation letter is received. We are asking for the commissioners to attend.
2. **WSRB AUDIT/EVALUTION:** WSRB is in the process of wrapping up their audit with us.
3. **TRISHA HUBBARD IS LEAVING FOR PARAMEDIC SCHOOL:** Trisha will be leaving for paramedic schooling the first week of January.
4. **PART-TIME HIRE:** We are seeking the interest of the part-time personnel to cover Trisha Hubbard's shifts, in her absence. This is not expected to negatively affect the budget.
5. **KNOX BOX:** The Westport Police Chief has requested keys to the Knox (Lock Boxes) in the South Beach area. The Chief has contacted the city, requesting a formal written request from the city. The

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process is fairly easy. The potential risk is the hard part. Discussion followed indicating that it might be a good idea to check with other departments.

6. **FIREFIGHTER 1 CLASS:** The Regional Direct Development will begin January 2nd and run through May 17. This will be held at the training center. We currently have three cadets and two personnel that will receive training.
7. **ADMINISTRATIVE BUILDING:** Chief Brown has been working with the Architect regarding the next moves. There hasn't been much progress and there will be a reconnection start up after the holidays.
8. **SATURDAY WITH SANTA:** This Saturday, we are hosting a Saturday with Santa event at the Grayland Station.
9. **MONTHLY RUN REVIEW:** Hand outs were distributed to the board members.
10. **CHIEF'S CONTRACT:** Chief's Brown and VanderVeur are planning to have their draft contracts to you before Christmas.
 - a. I would suggest that you look those over and ensure that the contracts meet your approval.
 - b. Set a date to discuss or negotiate and approve the contracts in early January. Perhaps even sign the contract.
 - c. Then we would like to have a "Swearing in" ceremony on the January 9th Commission Meeting.

EXECUTIVE SESSION: BC Brown requested an Executive Session for 20 minutes to discuss the Fire Mechanic's Position. Possible action to follow. Time frame 20 minutes.

EXECUTIVE SESSION: Discussion of personnel matters. Possible action to follow, time frame 20 minutes.

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. We are seeking a member to replace Steven Curry who is unable to attend due to conflicting meetings. We expect to have a replacement in January. No action was taken at the meeting.

CORRESPONDENCE:

None.

UNFINISHED BUSINESS.

- A. **Approval of Commissioner Timecards:** David McLellan made a motion to approve the commissioner timecards as presented. Motion seconded by Tom Bearden. Motion carried. Sam will be going to AZ and will want to zoom for the January meeting.

NEW BUSINESS:

Future Meetings:

- a. **December 19, 2024-State Auditor Close Out-Time to be confirmed.**
- b. **January 9, 2025-4:30 PM-Board for Volunteer Firefighter Board.**
- c. **January 9, 2025-5:00 PM-Governance Board Meeting.**

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MOTION BY DAVID MCLELLAN TO ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE FIRE MECHANIC'S POSITION FOR 20 MINUTES WITH POSSIBLE ACTION TO BE TAKEN-THE TIME WAS 5:48 PM. MOTION SECONDED BY SAM. MOTION CARRIED.

BACK IN SESSION AT 6:08 PM:

TOM ARONSON MADE A MOTION TO OFFER JAMES BENN A FIREFIGHTER MECHANICS POSITION TO BEGIN ON JANUARY 1, 2025, UPON MEETING CONDITIONS. WILL BE ON PROBATION FOR A PERIOD OF ONE YEAR. MOTION SECONDED BY DAVID MCLELLAN. MOTION CARRIED.

SECOND EXECUTIVE SESSION START AT 6:11 PM:

MOTION BY DAVID MCLELLAN TO ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE CHIEF AND ASSISTANT CHIEF POSITIONS FOR A PERIOD OF 20 MINUTES WITH POSSIBLE ACTION TO BE TAKEN. MOTION SECONDED BY SAM SCHELDEL. MOTION CARRIED.

BACK IN SESSION AT 6:31 PM:

TOM BEARDEN MADE A MOTION TO PRESENT DARIN VANDERVEUR A CONDITIONAL OFFER OF EMPLOYMENT TO FILL THE POSITION OF ASSISTANT CHIEF. MOTION SECONDED BY DAVID MCLELLAN. MOTION CARRIED.

There being no further business a motion was made by Sam Schlegel to adjourn the meeting at 6:32 PM. Motion seconded by Tom Bearden. Motion carried.