



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



**GOVERNANCE BOARD MEETING MINUTES**  
**708 S Englewood Lane, Westport, WA 98595**  
**January 9, 2025-5:00 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, Battalion Chief Darin VanderVeur and Administrative Assistant's Diane McNett and Teresa Hart.

**Audience:**

Jacob Finnigan, Paramedic-Local 3689  
Keith Zelepuza, EMT, Captain, Local 3689

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Agenda modifications were the payroll total for 01-01-2025 through 01-31-2025: \$219,060.29 and Vouchers 2025-001 through 2025-042 totaling \$75,828.02. Under 10b. Approval & signing of Fire Chief and Assistant Fire Chief contracts. 12b. Resolution 2025-200 Transfer of Funds and 12.c. Resolution 2025-300 Transfer Accounts.

**Announcements, Proclamations, Presentations:**

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of Governance Minutes Meeting December 12, 2024:** Tom Bearden made a motion to approve the December 12, 2024, minutes as written. Motion seconded by David McLellan. Motion carried.
- b. **Approval of Special Board Minutes Meeting December 19, 2024:** David McLellan made a motion to approve the Special Board Minutes held on December 19, 2024. Motion seconded by Tom Bearden. Motion carried.
- c. **Approval of payroll 01-01-2025 through 01-31-2025 totaling \$219,060.29:** Tom Bearden made a motion to approve the payroll from 01-01-2025 through 01-31-2025 in the amount of \$219,060.29. Motion seconded by David McLellan. Motion carried.
- d. **Approval of Voucher 2025-001 through Voucher 2025-042 totaling \$75,828.02:**

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David McClellan made a motion to approve Voucher 2025-001 through Voucher 2025-042 totaling \$75,828.02. Motion seconded by Tom Bearden. Motion carried.

**SIGNING OF VOUCHERS:**

Board members reviewed and signed the approved vouchers.

**BOARD MEMBER REPORTS:**

*Commissioner District One Tom Aronson:* No report.

*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:* No report.

**CHIEF'S REPORT:**

**Action Items:**

1. **Surplus a portion of the Air Fill Station at Station 36:** Chief Benn stated that he would suggest that a portion of the air fill station at Station 36 be surplus. The fill manifold is outdated and we are in need of a "blast containment system" to be within safety compliance. The cost to replace is \$1,200.

**Discussion Items:**

1. **Chief Benn Retirement:** Chief Benn will be officially retired January 31, 2025. There will be a ceremony at 4:00 PM at Englewood Lane on January 31, 2025. Past and current crew are invited along with the Commissioners and family members. On February 21<sup>st</sup> at the Grayland Community Hall a retirement event will be held starting at 4:00 PM through 5:30 PM. A press Release has been provided and will be sent out again prior to February 21<sup>st</sup>.
2. **Fire Mechanic Position:** James Benn has completed pre enrollment requirements and has been officially hired effective January 1, 2025. He is now a full time, probationary member.
3. **Trisha Hubbard is leaving for Paramedic School:** Trisha Hubbard has officially left for paramedic school.
4. **Knox Box:** We are still waiting on a formal request from the City of Westport.
5. **Firefighter 1 Class-RDD:** Chief VanderVeur will be instructing. There are 8 or 9 different departments involved in the training.
6. **Administrative Building:** Chief Brown has been working with the Architect regarding the next moves. A meeting is scheduled for January 20<sup>th</sup> with Brian Harris at the Englewood Lane location.
7. **Saturday with Santa:** The event was a tremendous success—the estimate is over 400 children attending.
8. **Monthly Run Review:** The total responses for 2024 was 1,563.
9. **Executive Session Requested:** Chief Benn requested an executive session for the purpose of discussing personnel matters. The time requested is for 20 minutes where action may or may not be taken. This will be at the end of the meeting.

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**DEPARTMENT REPORTS:**

**Board for Volunteer Firefighter meeting report:** The Board for Volunteer Fire Fighter Fund meeting was held at 4:30 PM. Introduced tonight was Larry Johnson, a volunteer who will serve as their representative on the board. There is no new business.

**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.
- B. **Approval and Signature:** Fire Chief Daryl Brown's contract was presented to the board. A motion was made by Tom Bearden to approve the Fire Chief contract as written. Motion seconded by David McLellan. Assistant Fire Chief Darin VanderVeur's contract was presented to the board. A motion was made by David McLellan to approve the Assistant Fire Chief's contract as written. Motion seconded by Tom Bearden. Motion carried.

**NEW BUSINESS:**

- A. **Resolution 2025-100: Surplus Resolution-BC Brown:** Resolution 2025-100 is written for the purpose of the fill station at Station 3-6 (Training Center and formerly at Grayland) of being no use to the department due to its condition, it be assigned as surplus and be scrapped for scrap metal. Tom Aronson made a motion to approve Resolution 2025-100 as written. Motion seconded by Tom Bearden. Motion carried.
- B. **Resolution 2025-200: Transfer of Funds:** David McLellan made a motion to approve Resolution 2025-200 for the transfer of \$400,000 from the EXCESS Levy Fund to the EXPENSE fund to pay current bills. Motion seconded by Tom Aronson. Motion carried.
- C. **Resolution 2025-300: Transfer of Fund Balance and Closing Funds:** Resolution 2025-300 specifies the following funds: 655.100.010 Reserve Fund, 655.100.041 Ex Ambulance Fund, 655.100.100 Capital Fund, and 655.100.201 Bond Fund to be eliminated with the balances remained to be redirected to the appropriate funds for tracking purposes. Tom Bearden made a motion to approve Resolution 2025-300 as written. Motion seconded by David McLellan. Motion carried.

**Future Meetings:**

- a. February 13, 2025-4:30 PM, Board for Volunteer Firefighter Board.
- b. February 13, 2025-5:00 PM, Governance Board Meeting,

**Executive Session:** David McLellan made a motion to adjourn to executive session for the purpose of discussing personnel. Action may or may not taken and the time requested is 20 minutes. Motion seconded by Tom Bearden. Motion carried. The time is 5:40 PM.

**BACK IN SESSION AT 6:00 PM: Chairman Schroeder called the meeting back to order 6:00 PM.**

David McLellan made a motion to increase the PIO salary to \$21.00 per hour, retroactive to January 1, 2025. Motion seconded by Tom Aronson. Motion carried.

**ADJOURN:**

A motion was made by David McLellan to adjourn the meeting at 6:02 PM. Motion seconded by Tom Aronson. Motion carried.