



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



GOVERNANCE BOARD MEETING MINUTES
708 S Englewood Lane, Westport, WA 98595
February 13, 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 Daryl Brown, Assistant Fire Chief Darin VanderVeur and Administrative Assistant's Diane McNett and Teresa Hart.

Audience:

Nicole Brown, Dylan Brown, Dennis Benn, Coleena Curry, PIO, JoAnne Bearden, James Benn, EMT Firefighter-Mechanic, Chris Nicholson, Paramedic Firefighter, Steven Curry, Chaplain, Kayla Benn, Mike and Dawn VanderVeur, Brenna VanderVeur, Lt Firefighter.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll total for 02-01-2025 through 02-28-2025: \$194,195.96 and Vouchers 2025-043 through 2025-090 totaling \$128,360.87. Under 13b. Resolution 2025-500. Under 13c. Local community project information.

Announcements, Proclamations, Presentations: Oath of offices for Chief Daryl Brown and Assistant Chief Darin VanderVeur were given. EMT James Benn was also pinned by his Father, Retired Chief Benn.

Public Comments:

None.

Consent Agenda:

- a. **Approval of Governance Minutes Meeting January 9, 2025:** David McLellan made a motion to approve the January 9, 2025, minutes as written. Motion seconded by Tom Bearden. Motion carried.
- b. **Approval of payroll 02-01-2025 through 02-28-2025 totaling \$194,195.96:** Tom Bearden made a motion to approve the payroll from 02-01-2025 through 02-28-2025 in the amount of \$194,195.96. Motion seconded by David McLellan. Motion carried.
- c. **Approval of Voucher 2025-043 through Voucher 2025-090 totaling \$128,360.67:** David McClellan made a motion to approve Voucher 2025-043 through Voucher 2025-090 totaling \$128,360.67. Motion seconded by Tom Bearden. Motion carried.

PAGE 2 GOVERNANCE BOARD MINUTES FEBRUARY 2025:

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:

Chief Daryl Brown:

- Chief Brown stated that we are changing phone and internet at the Westport Station from Comcast to Zply Fiber and VZ. We will be transitioning to other providers in our district throughout the year. We expect to have a savings of \$14,000 annually.
- Chief Benn's last day was a great success. Thank you to everyone who was able to support him on his last day.
- Chief Benn's Retirement Ceremony is Friday, February 21st from 1600-1730 at the Grayland Community Hall. It is a Hawaiian shirt event.
- We have submitted a *Local Community Project Request* to the State legislature for a reimbursement grant of \$140,000 to secure an emergency generator. Chief Brown distributed the information for review and would like to receive approval from the board. (under 13c)
- Chief Brown has reached out to the new Westport City Administrator Tommy Cappa for a meeting to discuss our organizations relationship and the topic of "fire inspection", Emergency Management and loosely our plans for the future.
- Chief Brown has also reached out to the new Westport Policy Chief Chad Sample to set up a meet and greet. Discussion items include key box program and what their intentions are for the their knox box request. We will also explore how we can best continue to work well in the future.
- A meeting was held with John Shaw and a representative of the gold course project to discuss the RFA's position on the development. This is a continuation of Chief Benn's work and relationship. Firewise mitigation was also discussed.
- WSRB Rating Letters were distributed to the board members for their review. There are improvements and future work needed. We will continue to work on obtaining a tender credit.
- Trisha Hubbard, our paramedic student is in Week 5 at McCook College.
- Monthly statistics were distributed to the board members for their review.
- Chief Brown would like to set a date for our 2026 Budget workshop. Ideally this would be set for the 3rd week of March. This date will be determined at the March board meeting.

DEPARTMENT REPORTS:

The Board for Volunteer Firefighter board meeting was held at 4:30 PM. There were medical claims presented for payment, which were approved and will be sent to the Firefighter board for processing.

PAGE 3 GOVERNANCE BOARD MINUTES FEBRUARY 2025:

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.

NEW BUSINESS:

- A. **Resolution 2025-400:** Resolution 2025-400 is written for the purpose of listing for surplus Medtronic Lifepak 500 SBRFA ID#0167-SN 34359552 due to its status outdated. Tom Aronson made to motion to approve Resolution 2025-400 as written. Motion seconded by David McLellan. Motion carried.
- B. **Resolution 2025-500:** Resolution 2025-500 is written for the purpose of listing for surplus 3 larangscopes that are outdated. David McLellan made a motion to approve Resolution 2025-500 as written. Motion seconded by Tom Aronson. Motion carried.
- C. At this time, Chief Brown asked for a motion of approval to proceed with the filing of a grant request through the Local Community Project for a generator. This request would be sponsored by our State Representatives Jim Walsh and Joel McEntire. A motion was made by David McLellan to proceed with the request for a generator at our location, 708 Englewood Lane, Westport, WA 98595. If awarded funds are available on a reimbursement basis only and cannot be advanced. The amount of the project is \$144,200. Motion seconded by Tom Aronson. Motion carried.

Future Meetings:

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

ADJOURN:

A motion was made by David McLellan to adjourn the meeting at 5:43 PM. Motion seconded by Tom Aronson. Motion carried.