



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



**GOVERNANCE BOARD MEETING MINUTES  
708 S Englewood Lane, Westport, WA 98595  
March 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. In addition, the following were present: Fire Chief Daryl Brown, Administrative Assistant Teresa Hart. Absent were Commissioner District One Tom Aronson, Assistant Fire Chief Darin VanderVeur and Administrative Assistant Diane McNett.

**Audience:**

Ryann Day, Xander Bullock, John Bjaznesh, Mark Merbellala from Westport Golf Link-Westport Light State Park. John Shaw represents WSBAS. Brenna VanderVeur, LT. SBRFA, Cyprien Ravery, Captain SBRFA, Chris Nicholson Paramedic, SBRFA, Emily Scott Volunteer, SBRFA, Blake Newton Volunteer, SBRFA, Kelsey Linker Part-Time, SBRFA and Ed Welters, Westport City Mayor.

**Flag Salute:**

The Pledge of Allegiance was recited.

**Agenda Modifications:**

Agenda modifications were the payroll total for 03-01-2025 through 03-31-2025: \$153,994.49 and Vouchers 2025-091 through 2025-137 totaling \$111,138.24. Under 13a. Resolution 2025-600. Under 13b. Resolution 2025-700 Transfer of funds.

**Announcements, Proclamations, Presentations:**

John Shaw was introduced and presented an update on the Community Wildfire Protection Plan (CWPP) and the Environmental Impact Study (EIS) report relating to the Westport Golf Link-Westport Light State Park. John noted that he has a meeting scheduled with Grays Harbor County and will have more information to share as it relates to the Westport Golf Link-Westport Light State Park when the meeting is completed. To follow will be another presentation from John.

**Public Comments:**

None.

**Consent Agenda:**

- a. **Approval of Governance Minutes Meeting February 13, 2025:** Tom Bearden made a motion to approve February 13, 2025, minutes as written. Motion seconded by David McLellan. Motion carried.

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- b. Approval of payroll 03-01-2025 through 03-31-2025 totaling \$153,994.49: Tom Bearden made a motion to approve the payroll from 03-01-2025 through 03-31-2025 in the amount of \$153,994.49. Motion seconded by David McLellan. Motion carried.**
- c. Approval of Voucher 2025-091 through Voucher 2025-137 totaling \$111,138.24: David McClellan made a motion to approve Voucher 2025-091 through Voucher 2025-137 totaling \$111,138.24. 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: 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: No report.*

**CHIEF'S REPORT:**

**Chief Daryl Brown:**

**\*Local Community Project Request Update:** Chief Brown noted that there is no update on the project request currently. The Chief has emailed Karen Larson, who is Jim Walsh's assistant, with questions but has had no response yet. This is the project that we are requesting for an emergency generator for the Englewood Lane building.

**\*Report on Meetings with City Administrator Tommy Cappa and Police Chief Sample:** Chief's Brown and VanderVeur met with Tommy Cappa and Mayor Welters to discuss our future relationship. Provided to them was a copy of our RFA plan, WRSB report card and our fire service contract. Also discussed was the topic of fire code enforcement inspections. At this time, we are waiting for a meeting with Police Chief Sample. It should be noted that both the City and SBRFA need to come to the table regarding code enforcements.

**\*Volunteers and Part Time Employees:** Chief VanderVeur has reported to Chief Brown that he has 2 volunteer candidates who are in the early stage of their on-boarding process. There are also 3 part-time candidates in varying steps of our process.

**\*Set Budget Workshop:** It was a consensus that the Budget Workshop should be set for Monday, April 7, 2025, at 1:00 PM, 708 Englewood Lane, Westport, WA 98595.

**\*Motion to Surplus Video Intubright Lot directly to Quinault EMS:** Chief Brown has placed a lot on the surplus website with of reserve of \$250 which did not sell. An offer was made for \$110. A Quinault EMT representative reached out to the Chief and said they would pay \$250, which was our minimum asking reserve. Tom Bearden questioned the price with Chief Brown noting that we need to try and get fair market value. Dave McLellan made a motion to approve the sale to the Quinault EMS for a price of \$250. Motion seconded by Tom Bearden. Motion carried.

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**\*COMMISSER SCHROEDER AND MCLELLAN SIGN UP FOR APRIL COMMISSIONER TRAINING:**

Commissioner Schroeder and McLellan will be attending a one-day Region 9 meeting on April 12, 2025, at Central Mason and EMS, station 5-2, Grapeview, WA.

**\*A Commissioners BBQ has been scheduled for August 2, 2025, at Noon:** A barbecue will be held on August 2, 2025, at the training center following a MCO (Multi-company Operations Training). This will give everyone an opportunity to get to know each other and show support for the crews and commissioners alike.

**DEPARTMENT REPORTS: BOARD FOR VOLUNTEER FIREFIGHTERS:**

The board met at 4:30 PM with no new business to report.

**CORRESPONDENCE:**

None.

**UNFINISHED BUSINESS.**

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

**NEW BUSINESS:**

- A. **Resolution 2025-600:** Resolution 2025-600 is written for the purpose of transferring \$300,000 from the Ambulance Fund to the Expense Fund for payment of current bills. Dave McLellan made a motion to approve Resolution 2025-600 as written. Motion seconded by David McLellan. Motion carried.
- B. **Resolution 2025-700:** Resolution 2025-700 is written for the purpose of transferring fund balances and closing funds. It has been determined that Fund 655.100.010 Reserve Fund, 655.100.041 Ex Ambulance Fund, and 655.100.201 Bond Fund are no longer needed, a resolution is requested to transfer all fund in Fund 655.100.201 Bond Fund Cash Balance of \$14.36 into Fund 655.100.001 Expense Fund to be used on the Englewood Building. 655.100.010 Reserve Fund Cash Balance \$74.17 Cash into Fund 655.100.002 Ex Levy Cash Balance. 655.100.041 Ex Ambulance Cash Balance \$25.32 Cash into 655.100.040 Ambulance Fund Cash Balance. Dave McLellan made a motion to approve Resolution 2025-700 as written. Motion seconded by Tom Bearden. Motion carried.

**Future Meetings:**

- a. April 7, 2025-1:00 PM, Budget Workshop, 708 Englewood Lane, Westport, WA 98595
- b. April 10, 2025-4:30 PM, Board for Volunteer Firefighter Board.
- c. April 10, 2025-5:00 PM, Governance Board Meeting,

**ADJOURN:**

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