



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



GOVERNANCE BOARD MEETING MINUTES

708 S Englewood Lane, Westport, WA 98595

April 10, 2025-5:00 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 Daryl Brown, Administrative Assistant's Teresa Hart and Diane McNett. Assistant Fire Chief Darin VanderVeur was absent.

Audience:

None.

Flag Salute:

The Pledge of Allegiance was recited.

Agenda Modifications:

Agenda modifications were the payroll total for 04-01-2025 through 04-30-2025: \$207,976.45 and Vouchers 2025-138 through 2025-175 totaling \$61,162.34. Under 13.D. add 2026 Budget Presentation. Per Chief Brown table 13.A. Financial: Approval to enter into a contract with Stryker.

Announcements, Proclamations, Presentations:

None.

Public Comments:

None.

Consent Agenda:

- a. **Approval of Governance Minutes Meeting March 13, 2025:** David McLellan made a motion to approve March 13, 2025, minutes as written. Motion seconded by Sam Schlegel. Motion carried.
- b. **Approval of payroll 04-01-2025 through 04-30-2025 totaling \$207,976.45:** Sam Schlegel made a motion to approve the payroll from 04-01-2025 through 04-30-2025 in the amount of \$207,976.45. Motion seconded by David McLellan. Motion carried.
- c. **Approval of Voucher 2025-138 through Voucher 2025-175 totaling \$61,162.34:** Tom Aronson made a motion to approve Voucher 2025-138 through Voucher 2025-175 totaling \$61,162.34. Motion seconded by Tom Bearden. Motion carried.

PAGE 2-GOVERNANCE BOARD MEETING MINUTES APRIL 2025

SIGNING OF VOUCHERS:

Board members reviewed and signed the approved vouchers.

BOARD MEMBER REPORTS:

Commissioner District One Tom Aronson: Questioned by Tom was the availability of CPR training for the public.

Commissioner District Two Tom Bearder: No report.

Commissioner District Three David McLellan: No report.

Commissioner District Four Fred Schroeder: No report.

Commissioner District Five Sam Schlegel: Sam noted that the two hydrants located in Grayland are still covered with grass. Chief Brown stated that Chief Benn had sent an email to the Grayland Water Department for them to please look at the situation. David McLellan said he would look at it and see what could be done.

CHIEF'S REPORT:

Chief Daryl Brown:

***Local Community Project Request Update:** Chief Brown noted that there is no update on the project request at this time.

***Report on Meetings with Regional Fire Chiefs** Chief Brown reported that over the last month we have been meeting with some of the Region's Fire Chiefs to learn more about their departments and share about ours. Some of the topics discussed were: training together, mutual aid potential and department perceptions. Commissioner Bearder asked what the perception of our department was. Chief Brown stated that there were some issues but that they were being addressed and could be remedied. In addition, Chief Brown is speaking with the Aberdeen Fire Department to work on a possible mutual aid agreement.

***Volunteers and Part Time Employees:** Chief VanderVeur has reported to Chief Brown that he has 2 new part time EMTs who began their shift work training and 1 new volunteer member who pulled his first official shift this week. We still have 1 volunteer candidate and 2 part time paramedic candidates in varying steps of our process.

***M-311 Repair Request:** The crew noticed the ambulance box of M-311 leaning to the left side. On the inspection the sway bar end link was found hanging from sway bar and had broken off of the mount with severe rust and wear found on suspension components and frame. Chief Brown presented the following options:

Option 1: recommend the box be lifted and rust mitigation treatment to frame, replace suspension components with aftermarket rear suspension system to mitigate future issues. \$10,000 cost-24 hrs. labor.

Option 2: remove existing air ride system and replace it with factory leaf springs, which require welding factory spring hanger brackets and purchase of new hardware \$4000 parts and 12 hours labor.

Option 3: replace damaged components including sway bar end links and automatic air adjusters: \$800 for parts and 5 hours labor.

Discussion followed with a motion made by Sam Schlegel to approve Option 1 for the repair on M-311. Motion seconded by David McLellan. Motion carried. Dave McLellan noted that it should be certified when completed.

PAGE 3-GOVERNANCE BOARD MINUTES APRIL 2025

***Motion to Surplus DJI Phantom 4 Drone:** Chief Brown presented Resolution 2025-800 DJI drone as it has not been used or deployed in 3 years. The value believed is a minimum amount of \$500. With the board's approval he would like the reserve to be set at \$500. Tom Bearden made a motion to approve Resolution 2025-800 as written. Motion seconded by Sam Schlegel. Motion carried.

***Fire Academy:** SBRFA cadets are doing well. There is approximately 4-5 weeks remaining.

***Commissioners BBQ:** We have scheduled out a Commissioners BBQ on August 2nd at noon. This is 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.

Paradmedic Student FF Hubbard has passed the didactic portion of her paramedic school: Last weekend Trisha moved to North Plat Nebraska to begin her hospital time. The time there will be roughly 5 weeks and then is scheduled to return home and begin ride time at a Pacific NW ride site.

Environmental Impact Statement (EIS) WGL project: Comments are open until May 23rd. At this time Chief Brown has stated this should be tabled until next month when there will be further information and discussion.

Thank you to all the commissioners who attended the recent budget workshop. As discussed our funding model will be presented under New Business for potential approval.

DEPARTMENT REPORTS: BOARD FOR VOLUNTEER FIREFIGHTERS:

The board met at 4:30 PM. The board approved the retirement of Mike Mahnke.

CORRESPONDENCE:

None.

UNFINISHED BUSINESS.

A. **Approval of Commissioner Timecards:** Sam Schlegel made a motion to approve the commissioner timecards as presented. Motion seconded by Tom Aronson. Motion carried.

NEW BUSINESS:

- A. **Governing Meals with Meetings or Trainings PPG#6132:** PPG#6132 is intended to define procedures for the payment for or reimbursement of the reasonable actual cost of meals and or light refreshments (15% max gratuities) incurred by employees and /or elected or appointed official for business purposes related to meetings or trainings. Discussion followed. Tom Bearden made a motion to approve PPG#6132 as written. Motion seconded by Sam Schlegel. Motion carried.
- B. **Employee and Volunteer Recognition PPG#6133:** PPG#6133 sets the guideline for recognition for services rendered by both employee and volunteers. Discussion followed. Sam Schlegel made a motion to approve PPG#6133 as written. Motion seconded by Tom Bearden. Motion carried.
- C. **Budget Presentation:** Chief Brown presented a detailed budget based on a lid lift to restore the SBRFA's permanent EMS levy to an amount not to exceed \$0.50 cents per \$1,000 of true and assessed valuation. The final budget for 2026 is \$3,708,281 based on the calculations of a lid lift. The ballot measure will need to be prepared by our attorney Brian Snure. Tom Aronson made a motion to approve the preparation of a Resolution to be placed on the August 5, 2025 Primary Election. Further discussion resumed regarding the preparation of the same Resolution

PAGE 4-GOVERNANCE BOARD MINUTES APRIL 2025

for the General Election should the Primary ballot fail. Motion made by Sam Schlegel to approve the preparation of the same request for the General ballot measure held in November 2025. Motion seconded by David McLellan. Motion carried. When paperwork is received from Brian Snure a Special Meeting will be held for approval and certification/signed by the commissioners.

FUTURE MEETINGS:

- a. May 8, 2025: 4:30 PM, Board for Volunteer Firefighter Board.**
- b. May 8, 2025: 5:00 PM, Governance Board Meeting.**

ADJOURN:

There being no other business Sam Schlegel made a motion to adjourn the meeting at 6:06 PM. Motion seconded by Tom Aronson. Motion carried.