

**North Mason Regional Fire Authority
Board of Fire Commissioners Agenda
January 12th (Belfair) and January 19th (Tahuya)
5:00 PM**

Blue information and **Red action** requested

Call to order

Pledge of Allegiance

Approval of Minutes- December meeting minutes have been attached for review and approval.

Voucher Approval: Voucher materials and expenditure report will be sent to Board members on Friday January 7th.

Financial Report- NMRFA financial (expenditure and summary) documents will be sent the middle of next week, once the Authority's December revenue report is received from Mason County. The financial report will include a briefing on the end of the 2015 budget year as well as a briefing on the start of the 2016 budget cycle.

Administration Report

- **Fire Station 21 Tree Damage Repair Update**
- **Mason County EMT Class**
- **FF/EMT Ryan Burke-** FF/EMT Ryan Burke has accepted a position with Central Pierce Fire and Rescue. His last day with the Authority will be January 25th. An offer of employment has been extended and offered by Ryan Jones. Ryan is a long standing volunteer member with the Authority. Ryan Jones will begin with the Authority February 1st.
- **Andrew Douglas Injury Update**
- **Welcome new Fire Commissioners**

- **2015 Call Volume Review**
- **New Commissioner Orientation and Training (Public Records Training)**

Old Business

- **CAC Report-** Commissioner Brooke Quigley will provide a report from the Authority's Citizen Advisory Committee (held January 11th).

New Business

- **Oath of Office-** The oath of office will be administered by Board Chair McIntosh for Commissioners Miller and Severson.
- **Election of Officers/Committee Chairs-** The Board of Commissioners will need to elect officers and Committee Chairs for the 2016 calendar year.
- **Tahuya Community Meeting Recap-** A recap on the community meeting held January 5th, regarding the Tahuya Store will be presented.
- **Tahuya Store Demolition:** We are seeking Board approval to formally go out to bid to demolish the Tahuya Store.
- **Employment Contract Memorandum of Understanding (MOU) with Chief Scott Cooper:** This MOU would allow Scoot Cooper to receive 80 hours of pay contributed to his Health Reimbursement Account in lieu of receiving the current 80 hours of personal leave. Draft MOU with Chief Cooper is attached.
- **Board Recognition for members of B-shift:** A draft letter from the Board for the members of B shift is attached. The letter recognizes their life saving actions during a recent emergency call at the local urgent care clinic. A formal letter on Authority letter head will be presented at the Board meeting
- **Accident/Injury Investigation and Reporting Policy:** The administration is seeking approval of the revised draft policy concerning accident reporting (the draft policy is attached).

- **Public Comment**
- **Good of the order**
- **Adjournment**
- **Board of Volunteer Firefighters Meeting**

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
460 NE Old Belfair Hwy
12/8/2015

Present: Commissioners Kewish, McIntosh, Quigley, Voss-Petredis, Wampold via phone; Executive Assistant Patti; Chief Bakken, Assistant Chief Cooper
Guests: Paul Severson

The meeting was called to order at 5:02pm and opened with the Pledge of Allegiance.

The meeting minutes November 10th were presented for approval.

Commissioner Voss-Petredis moved to approve the meeting minutes as presented. Commissioner Quigley seconded the motion. Motion approved.

Vouchers- Vouchers for the month of December #1512001 to #1512103 totaling \$326,113.41 were presented for approval.

Commissioner Quigley inquired about the vendor - Action Communications and what services they provide for the Fire Authority. It was explained that they are one of our radio equipment providers.

Commissioner Voss-Petredis moved to approve the vouchers as presented; Commissioner Kewish seconded the motion. Motion approved.

FINANCIAL REPORT: A full financial report will be presented at next week's meeting.

ADMINISTRATION REPORT:

Fire Station Repair: We went through a competitive bid process to repair the damage done by the tree that fell on the station. Although several companies came out to view the damage, we received one bid from Olympic Peninsula, Inc. The bid was \$46,198.00 (with includes tax).

Assistant Chief Cooper recommended that the Board accept the bid from Olympic Peninsula, Inc. There was discussion on what would be in the best interest of the Authority. Following discussion Assistant Chief Cooper recommended the Board not award the bid at this time and elect to go out to bid for the project for a second time.

Motion made by Commissioner Quigley to accept the bid from Olympic Peninsula Inc. as received; Commissioner Voss-Petredis seconded the motion. Motion approved.

Motion made by Commissioner Voss-Petredis to not award the contract at this time; Commissioner Quigley seconded the motion. Motion approved.

Motion made by Commissioner Quigley to go out to bid a second time. Commissioner Kewish seconded the motion. Motion approved.

Lenny Ugaitafa Academy Graduation: Lenny graduated in mid-November from the Bates Fire Academy. We are proud to report that he did well even receiving the Chief's Company award. Assistant Chief Cooper reported the academy is losing its long time program coordinator. They are currently in transition and have an interim coming in so the Fire Academy program can continue.

Christmas Programs for Santa: The Belfair parade was a successful event. Every Friday and Saturday the Fire Authority along with Santa travels to various communities in which we serve, handing out candy canes, smoke detectors and good cheer. Chief invited the Commissioners to join in on the festivities. Signup sheets are posted at Station 21 with dates and times.

New Fire Commissioners: Welcome to Paul Severson, one of two new Fire Commissioner for the Authority. In January, we will do a basic orientation to include HIPAA, Sexual Harassment Training and Budget 101. We have made contact with Bob Miller the other elected Commissioner and are excited to meet him. The training is open to all Commissioners. Please contact Chief Bakken if you wish to attend.

NEW BUSINESS:

WA State Audit Update: The Audit Exit Conference took place on November 24th. Both Commissioner McIntosh and Quigley were in attendance. The Audit went exceptionally well with no management letters and no findings. Chief Bakken applauded the behind the scenes work that goes on and is proud of all we have accomplished, great work to all. Commissioner McIntosh reported seeing legislation that may come thru for public vs. private audits and wonders if this will affect us in any way.

Fire Station 81 Architect RFQ: We have had two interviews (Coates Design followed by TCA). Coates has experience designing fire stations and is located out of Bainbridge Island. TCA primarily designs fire stations and is based out of Seattle. We will interview Rice Fergus Miller this evening following the Board Meeting. Commissioner McIntosh spoke about the presentations and what features and benefits each brought to the table. We talked about the practicality that we envision for the new facility.

- **Matrix Packet:** The Commissioners received a packet that includes a bid matrix provided by Attorney Brian Snure. In addition, copies of the correlating RCW's were shared. The selection process was discussed in detail. We had received a fourth RFQ from Erickson McGovern, however, due to other project commitments they declined an interview. We are excited that local resident and architect Ray Mow has offered to serve on a committee for the build.

All County Fire Commissioner Meeting: Commissioner McIntosh provided an update from the all-county commissioner meeting that took place on December 3rd. The meeting was a continuation of the discussion on Mason Co. agencies working together for program continuity.

December 15th Commissioner Meeting: The meeting will occur next week as scheduled.

Good of the Order: Jack Kimball, longtime volunteer, passed away at his home surrounded by his family and friends early this month. Jack and his wife were very involved in the community. They helped with various events and activities at the Station for many years. Jack served as a Fire Commissioner and was the Volunteer Firefighter Association Treasurer as well. The memorial will be held here at the Fire Station in the apparatus bay. The service will take place on the 19th, time TBD.

Newsletter: Chief Bakken gave kudos to Captain Jeromy Hicks for the newsletter. He remarked it is the best one he's seen yet. We will place some extra newsletters at the Post Office.

Department Dinner: Save the Date - This year's dinner will take place on March 26th at Alderbrook. More details to follow in the upcoming months.

Commissioner Quigley moved to adjourn; Commissioner Voss-Petredis seconded the motion. Motion carried. The meeting was adjourned at 6:08pm.

Authority Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
14880 NE North Shore Rd, Tahuya
12/15/2015

Present: Commissioners Kewish, McIntosh, Quigley, Voss-Petredis, Wampold; Executive Assistant Patti; Chief Bakken, Assistant Chief Cooper

Guests: Brad Carey, Paul Severson, Dean and Karna Peck, FF Michael Wessen

The meeting was called to order at 5:01pm and opened with the Pledge of Allegiance.

Vouchers- A second batch of Vouchers for the month of December #1512104 to #1512112 in the amount of \$11,886.39 was presented for approval.

Commissioner Voss-Petredis moved to approve the vouchers as presented; Commissioner Wampold seconded the motion. Motion approved.

FINANCIAL REPORT:

Chief Bakken provided a Budget Summary to the Commissioners and reviewed the figures to date. He expects we will see another \$150k of revenue to end out the year. Commissioner Voss-Petredis inquired about the timber tax and how much we anticipate receiving in 2016. She also inquired about restrictions and regulations related to logging in the Tahuya area. Prior to the end of the year, we will make a transfer into the State Investment pool to bring the balance to \$2.2 million. We, along with other agencies are also still awaiting reimbursement from the eastern WA wildland deployments. We don't expect to see the funds until January.

ADMINISTRATION REPORT:

Fire Station Repair Bid Process: Assistant Chief Cooper reported the second bid advertisement with a revised scope of work will appear in the Kitsap Sun tomorrow. We will accept bids for the roof repair until December 30th. A special meeting will be held to review bids received on December 31st at 4:30pm.

Community Meeting in Tahuya: We are planning on holding another community meeting to discuss our progress on the former Tahuya store. The meeting is scheduled for January 5th at 6:00pm. A notification will be emailed out.

NEW BUSINESS:

Fire Station 81 Architect RFQ: Commissioner McIntosh provided an update on the architect interviews. We had one other interview after last week's board meeting. Meeting with all three firms has provided us with useful information moving forward that we can present to the Community.

Commissioner Training: Training has been scheduled for January 4th at 9:30am with Bob Miller and January 5th at 9:30am with Paul Severson.

Public Comment:

Dean and Karna Peck inquired about a dirt pile on their property that is located next to Station 81. They believe the pile of dirt along with the jersey barriers placed by the fire department are causing and or contributing to, the flooding that has occurred on their property. Commissioner McIntosh and Assistant Chief Cooper will follow up with the Pecks following further investigation and review.

Brad Carey thanked both Commissioners Voss-Petredis and Commissioner Wampold for their service to former Mason County Fire District 8 and the RFA and for their commitment and follow through.

The Pecks thanked the Commissioners for their contributions to making Tahuya look better.

Good of the Order:

IAFF Local: Chief Bakken reported our Firefighter's Local recently raised \$2,800 for a program sponsored by the IAFF titled Operation Warm. This program provides new coats to school aged children. Their initial goal was to raise enough money to buy coats for Sand Hill's second graders however, due to the generosity of the community; they surpassed this goal and were able to include Belfair Elementary as well.

Later this evening they are hosting a family Christmas party at Station 21. There will be cookie decorating, coloring pages and a special visit from Santa!

Note of Commendation: Chief Bakken told an amazing story involving Paramedic Nick Morgan, Firefighter Jeff Yates and Student Resident Firefighter Lindsey Muller. They responded to a respiratory distress call at the Urgent Care and arrived on scene surprised to find staff performing CPR on the patient because their heart had stopped. Over the course of care, the patient was shocked eight times. We are thrilled to report the patient lived through the ordeal and we received word today that he is on his way home from the hospital to recover. Chief Bakken commended the Urgent Care staff and our responders for working together as a seamless unit. A man's life was saved due to the actions of all involved. A note was also sent to the President of Harrison Medical Center commending the Urgent Care staff.

Jack Kimball Memorial: A memorial service for Volunteer Jack Kimball will be held this Saturday, December 19th at 3pm in the apparatus bay at Station 21.

Farewell to Commissioner Bev Voss-Petredis and Commissioner Tom Wampold: Both Commissioners terms will end December 31, 2015. Commissioner McIntosh thanked them individually for their years of service as both a Commissioner with Mason County Fire District 8 and the RFA. Each were presented with a plaque commemorating their time.

Commissioner Wampold moved to adjourn; Commissioner Voss-Petredis seconded the motion. Motion carried. The meeting was adjourned at 5:42pm.

Authority Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson

Memorandum of Understanding between The North Mason Regional Fire Authority and Assistant Fire Chief Scott Cooper

WHEREAS; The North Mason Regional Fire Authority employs Scott Cooper as Assistant Fire Chief.

WHEREAS; The North Mason Regional Fire Authority maintains an individual Employment Agreement with Assistant Chief Scott Cooper.

WHEREAS; The North Mason Regional Fire Authority provides Chief Cooper with 10 days of personal leave per year as identified in Section 10.3 of the Employment Agreement

WHEREAS; The 10 days of personal leave for Chief Cooper, identified in Section 10.3 of the Employment Agreement is further defined as 80 hours of personal leave.

WHEREAS; The North Mason Regional Fire Authority wishes to provide a compensation arrangement that is beneficial for both the Authority and Chief Cooper.

UNDERSTANDING; NOW THEREFORE BE IT UNDERSTOOD; That the North Mason Regional Fire Authority and employee Scott Cooper agree to amend Section 10.3 of the Employment Agreement as provided below. This amendment will be retroactive to January 1st 2016. Section 10.3 will be amended as follows:

Section 10.3 (Personal Days) Amendment

Because of the requirement that Employee may work on holidays, Employee may take up to ten (10) personal days each year as additional vacation days. Personal days, under Section 10.3 do not accrue and must be used each calendar year or be forfeited. **In lieu of taking 10 days of personal leave, the Employee may elect to annually receive 80 hours of hourly pay, contributed by the Authority, into his Health Reimbursement account. Authority contributions into the HRA account shall be made monthly on a pro-rated basis.**

Agreed to by the parties this 12th day of January, 2016,

Kelley McIntosh, Chairperson
North Mason Regional Fire Authority

Scott Cooper, Assistant Fire Chief
North Mason Regional Fire Authority

Dear Nick,

On Saturday December 12th you and your crew were dispatched to the local Harrison Urgent Care Clinic for an elderly male who was experiencing difficulty breathing. During your emergency response to the clinic the patient's condition had deteriorated significantly to the point of full cardiac arrest. This information was not relayed to you and the crew prior to arriving at the clinic. We can only imagine the shock that that you must have felt after arriving at the clinic.

Without hesitation you and your crew stepped into action, assisting the urgent care team with an incredible resuscitation effort. Efforts included, but were not limited to CPR, medication administration, continual defibrillation, intubation and rapid transport to the Harrison Hospital emergency room.

Because of your efforts the patient regained a pulse and was given a great chance for long term survival. At the hospital the patient was treated for a massive heart attack. He has since left the hospital, in good condition, able to once again celebrate life with family and friends.

Your efforts on December 12th were nothing short of heroic in saving this man's life. Your training and dedication to the emergency medicine practice was on full display throughout the entire event.

On behalf of the entire North Mason Regional Fire Authority Board of Fire Commissioners I would like to extend our sincere appreciation and gratitude for saving this man's life. We would also like to convey our appreciation for the work and dedication that you put forth every day, which makes positive outcomes like this one possible. You are an instrumental part of the organization and we are so fortunate to have the advantage of your skills, talents and abilities.

Sincerely,

Kelley McIntosh, Chairperson
Mason County Board of Fire Commissioners

Accident/Injury Investigation and Reporting

CATEGORY: Administration
NUMBER: Admin-01
EFFECTIVE: December 2015

REFERENCE

North Mason Regional Fire Authority

POLICY

N/A

PROCEDURE

Personnel Injuries/ Exposures

Career Personnel- Any injuries or occupational exposure to personnel, whether requiring medical attention or not, must be reported on the proper injury form. In the event of an injury or exposure the employee will immediately notify his/her supervisor. The supervisor will be tasked to ensure that proper treatment is obtained for the employee throughout the recovery process.

Volunteer Personnel- Any injuries or occupational exposure to personnel, whether requiring medical attention or not, must be reported on the proper injury form. The forms for volunteers are both (1) the Authority form and (2) the Volunteer Firemen's Board form. The Volunteer Pension Form must be taken to the doctor, if one should be necessary, filled out there, and returned to the Authority Office in order to get any bills paid, should some occur.

All personnel accident/ exposure reports shall be placed into the employees' health record and a copy shall be sent to the Safety Committee and the Authority's administration as soon as possible for review, statistics and processing.

Vehicle Accidents

All NMRFA vehicular and equipment accidents should be immediately reported (via radio or phone) to either the on duty officer or the MACECOM communications center.

The report should include the following:

- Unit ID or Apparatus Number
- Exact accident location
- An indication for need for additional medical assistance (e.g., BLS, ALS, etc.)
- An estimate of the extent and nature of the injuries and vehicle damage
- Indication on whether the vehicle is drivable
- Indication of need for cover assignment
- Request for law enforcement for all vehicle accidents in which damage is believed to exceed \$500.

While at the accident scene, and physically capable apparatus responders will:

- Initiate appropriate medical care for all victims
- Immediately notify the on duty officer and give a report
- Do not discuss the incident with anyone other than fire and police representatives
- Do not move your vehicle unless given authorization by either law enforcement or the duty officer to do so.
- If you must move your vehicle, chalk the position of your tires prior to moving.
- Obtain witness names and contact information
- Remain at the scene until police and fire representatives have completed their investigation

Upon receipt of an accident report the duty officer and/or MACECOM will:

- Dispatch any needed medical assistance
- Notify Law Enforcement of the incident when appropriate
- Notify the Authority's Chief Officers

All Authority vehicle accidents will be investigated. The process will include the following:

- The on duty officer will respond to the scene of **all** NMRFA vehicle accidents as soon as possible
- The on duty officer will notify a Chief Officer of the accident as soon as possible
- An initial Fact Finding Review will be conducted by the on duty officer
 - Separate interviews with the driver, all crew members, accident witnesses
 - Notes recorded at each interview
 - Contact Information recorded at each interview
 - Completion of a NMRFA vehicle accident report
- Notification of any applicable City/Town Agencies (e.g., Risk Management, Insurance Adjuster, etc.)
- NMRFA members involved in the incident should be isolated from the general public, the other parties involved in the incident, and the media.

The investigating officer should attempt to collect the following:

- Photographs/Video of the incident
- Police Report
- Name of investigating Law Enforcement Officer
- Names and contact information for all parties involved (including witnesses)
- Applicable Authority Accident Report Forms

Safety Committee Review

Upon receipt of the injury report and/or accident form the committee will convene with the employee's supervisor. The committee will make recommendations on cause, prevention, and additional training needed for the member as well as other members of the Authority. This review will be given to the Fire Chief and Authority's training officer for review and implementation.

ATTACHMENTS

N/A