



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy

2/14/2016

Present: Commissioners Kewish, McIntosh, Quigley, Severson, Miller; Executive Assistant Patti, Chief Bakken; Asst. Chief Cooper

Guests: Mike Evans, Director MACECOM

Meeting minutes from January 10th and January 17th 2017 were presented for approval.

Commissioner Quigley moved to approve the meeting minutes as presented. Commissioner Severson seconded the motion. Motion approved.

Vouchers- Vouchers for the month of February #1702001 to #1702096 in the amount of \$293,655.37 were presented for approval.

Commissioner Quigley inquired about the payment to TCA for Phase 1 of the Tahuya Fire Station out of the Capital line item. Chief Bakken indicated we will have a Phase 2 period as well.

Commissioner McIntosh inquired about the payouts and vacation hours for the employees who recently left.

Commissioner Kewish moved to approve the vouchers as presented; Commissioner Severson seconded the motion. Motion approved.

FINANCIAL REPORT: Chief Bakken will provide an update and final year-end review next week.

ADMINISTRATION REPORT

Authority Department Dinner: The awards dinner is scheduled for February 25th at Alderbrook. We have some fun events planned and we hope everyone can attend.

FDIC Attendance – April 2017: We are sending three individuals to the FDIC Conference in Indianapolis, IN. This is a wonderful opportunity.

Potential PUD#3/NMRFA Partnership: The PUD has a sign in the South part of Mason County that they purchased and work in collaboration with the Conservation District. Cpt. Hicks inquired if a sign could be placed in the North end. The sign can be used to inform the community on events. Cpt. Hicks will be doing more research and will report back.

Mason County IMS Committee: Assistant Chief Cooper provided an IMS Committee report. A recommendation was made to the Fire Chiefs to adopt a system called Integrated Tactical Accountability (ITAC). No decision has been made at this point.

Fire Academy Graduations – April 21st: Chief Bakken spoke about the upcoming graduations on Friday April 21st. We are working on carpool arrangements and hope to have a high turnout of NMRFA staff from all levels of the organization. He invited the Commissioners to attend as well.

Community Outreach Coordinator, Tahuya Application Process: We will provide an update next week on the position.

OLD BUSINESS

Retention Committee: Commissioners Severson and Miller reported on an employee survey that was sent out. Chief Bakken along with the committee participated in the review. They looked for patterns in responses to see if there were any common issues or concerns. Commissioner Severson will forward the survey questions to the Commissioners for review. Commissioner Miller believes we are moving in the right direction. Commissioner McIntosh spoke about leadership training and how we build people skills which improve communication, taking into account generational differences we may have.

NEW BUSINESS

MACECOM CAD Transition Update: MACECOM Director Mike Evans provided an update on the new CAD system the committee has been researching. A recommendation was made to begin contract negotiations with ProPhoenix. This will allow police, fire and EMS to work together - on the same page. MACECOM will pay for the upfront cost with training costs to be site specific. Maintenance costs will be at the responsibility of the individual fire agencies. Adding agencies will not increase the site license. \$100k is coming from the Squaxin Tribe.

MACECOM Award for Chief Bakken: Director Evans thanked Chief Bakken for his participation on the MACECOM Board. He was and presented with a patch, coin and plaque commemorating him on his years of exceptional service with MACECOM.

Fire Extinguisher Inspection Program Presentation (Cpt. Hicks): Cpt. Hicks has been working on a fire extinguisher checkoff program and presented information to the Board on progress to date. He believes there can be a better way to do extinguisher checkoffs rather than hire an outside agency to conduct these inspections and will save our local businesses money. He referenced the City of Port Orchard who has adopted this same program. His goal is to bring this program on line as soon as possible.

Commissioner Miller inquired on the audit and spot check process at businesses. Cpt. Hicks reported this currently happens annually.

Public Comment: None

Good of the Order: None

Commissioner Quigley moved to adjourn; Commissioner Miller seconded the motion. Motion carried.
The meeting was adjourned at 6:05pm.



Authority Secretary Katie Patti



Commissioner Kelley McIntosh



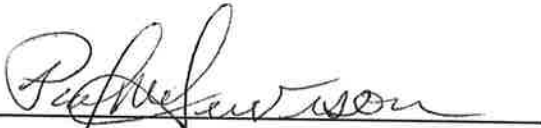
Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson