



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Station 81

2/17/2015

Present: Commissioners Blackwell, Kewish, McIntosh, Quigley, Voss-Petredis-Via Skype; Fire Chief Bakken, Assistant Chief Cooper, Authority Secretary Patti

Excused: Commissioner Wampold

Guests: None

The meeting was called to order at 5:06pm and opened with the Pledge of Allegiance.

The meeting minutes from January 13, 2015 and January 20, 2015 were presented for review and approval.

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

Vouchers #1502001 to #1502123 for the month of February in the amount of \$296,282.97 were presented for review and approval. Commissioner McIntosh asked if there were any questions on the vouchers.

Commissioner Quigley inquired about the charge in the amount of \$3,469.40 to the WA State Auditor's Office line item. Chief Bakken explained this is a partial payment for the Audit of District 8.

Commissioner Voss-Petredis moved to approve Vouchers #1502001 to #1502123 in the amount of \$296,282.97 as presented. Commissioner Blackwell seconded the motion. Motion carried.

FINANCIAL REPORT:

Chief Bakken reviewed the Financial Report with the Commissioners. He drew their attention to the last line item that shows we are -\$34k. He assured the Commissioners that this is due in part to 400k that is going to the reserve fund. Once we get next month's revenue this number will go into the positive.

Commissioner Quigley commented on the line items in the Expense Summary – there are a number of areas that appear to be up against their budgeted amounts. She used the utilities line item as an example. Chief Bakken indicated expenses in this line item are higher in the winter/early spring months due to the cold weather and as the temperature warms up the expenses will decrease.

ADMINISTRATION REPORT:

FF/PM John Craig: John has been with us for three years. He lives in the Pierce County area and is leaving to take a position with West Pierce Fire and Rescue. John leaves under the best of circumstances. We wish him the best of luck. With his departure, Chief Bakken reported Volunteer, Nick Morgan is currently attending Paramedic school and is set to graduate in several months. He is a sharp

individual and we are tracking his progress to see if once he finishes his schooling if he will be a good fit to fill John's position.

In the interim, we plan to make two offers of temporary employment (6 months) to Student Firefighters Brian Jack and Matt Doran. Both individuals interviewed last week and did exceptionally well. This will provide us with ample staffing through August.

FF Burke Update: We requested that FF Burke receive a return to work physical following a surgery he underwent. The physician however, refused to evaluate him and refused to allow him to work in his full Firefighter capacity until April, 2015. This has resulted in a few overtime shifts. Chief Bakken is just advising the Commissioners of the delay in him returning to shift.

OLD BUSINESS:

Strategic Planning Update: We are in a hold status with the emergence of the RFA expansion. Commissioner McIntosh feels it is beneficial to have our consultants with BERK review this new development. Chief Bakken agreed and added that as we go down a very complicated process we believe it would be beneficial for an outside source such as BERK to review and provide unbiased feedback.

NEW BUSINESS:

CMFE Update: Chief Bakken has had an opportunity to review several financial the documents with the Commissioners. The two largest costs that go into a budget are your labor and benefit costs. You have to dial in your labor costs. The RFA has our labor costs dialed in however; CMFE did not have their labor costs dialed in resulting in a \$300k differential. He reviewed several financial models with the Commissioners and featured the pros and cons. Chief Bakken has spoken to Chief McKern to inform him of the models. Commissioner McIntosh will also seek to meet with Commissioner Taylor this week.

Where do we go from here?

Chief Bakken provided a Committee draft for the Commissioners to review and the tasks associated with each committee. He feels the best committee that our citizens should participate in would be the Citizens Advisory Committee. This is just a draft at this time. Commissioner McIntosh also strongly believes the CAC Committee would be beneficial to CMFE.

Commissioner Quigley inquired if the CAC should continue to meet every other month or if meetings should increase to monthly. She also posed the question on what location (s) would be best to have a middle meeting ground. The Port of Allyn could serve as a potential meeting location. Chief Bakken said there would not be any "tangible" work to discuss until April at the earliest. More to come on meeting dates and locations.

Fire District 8 Audit 2011-2014: The audit for Fire Dist. 8 has been completed. The recommendations made during the previous audit were satisfactorily met. There were no findings and one exit item regarding meeting minutes.

Station 22 Lease Agreement: Chief Bakken hopes to get the lease agreement for review next month.

Paul Severson –Fire District #2 Commissioner: Paul had been appointed as Commissioner for Fire District 2. He replaced Denny Hamilton when he departed from his District 2 position last year. Paul's service to the District was completed in December, 2014. Legally, District 2 has been dissolved and with that his position has ended. With Commissioner Blackwell leaving this puts our Board at five members in accordance with the RFA Plan. The Board and Chiefs wish to extend their thanks to Paul for his service. There was mention of adding a position to the RFA Board. The Commissioners were in agreement that we need to not deviate from the original Plan and not create additional positions. A recommendation was made that should a similar situation occur that we should ensure the timeframe of service is clearly documented in writing.

Resignation of Commissioner Shelby Blackwell: We received the formal resignation of RFA Commissioner Shelby Blackwell – Shelby has been with us since December 2007 as a Commissioner. He has been part of, and has helped guide us to be the organization we are today. Thank you for your service. A plaque was presented to Commissioner Blackwell in appreciation for his service.

Public Comment: None

Good of the Order: None

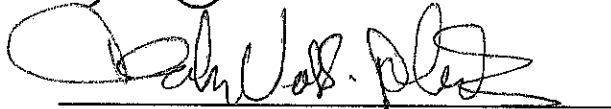
Commissioner Blackwell moved to adjourn the meeting; Commissioner Quigley seconded the motion. The meeting was adjourned at 6:11pm.



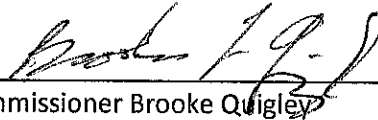
Authority Secretary Katie Patti



Commissioner Kelley McIntosh



Commissioner Bev Voss-Petredis



Commissioner Brooke Quigley



Commissioner Daniel Kewish

Commissioner Thomas Wampold