

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
Tahuya Fire Station
3/18/14

Present: Commissioner's McIntosh, Voss-Petredis, Quigley, Burrus, Blackwell, Wampold, and Kewish; Chief Bakken; Asst. Chief Cooper; Executive Asst. Patti

The meeting was called to order at 5:10pm.

Public Disclosure Commission (PDC): Commissioner McIntosh reminded everyone that April 15th is the deadline for filing your F1 with the PDC. The F1 is an annual requirement for elected officials. Executive Assistant Patti will distribute sample forms and information to everyone. Chief Bakken agreed to contact the PDC to find out what the process will be for filing as a RFA. It was noted that District 8 Commissioners have not had to file based since they have less than 1000 registered voters.

FINANCIAL REPORT:

Chief Bakken provided the financial report noting that revenue has been little to none for the months of January, February and March. The total collected revenue taken in for Dist. 2 and Dist. 8 is at 4.6%. We expect an increase to occur in April. This is where we get about 60% of our tax revenue. We also received our first influx of timber revenue at just over \$11k.

Commissioner Voss-Petredis inquired about the NMRFA Timber Tax monies based on the larger geographic area. Chief Bakken clarified that only Dist. 2 and Dist. 8 collect Timber Tax. The NMRFA will begin collecting timber tax in 2015 once the two Districts dissolve.

We are under budget at 21.5% for expenditures. Chief Bakken reviewed the various accounts including the Capital Expenditures and Reserve Account. He reported we have not established the WA State Investments Pool accounts but intend to do so in the next month or so.

Commissioner Quigley requested Chief Bakken review the Revenue Summary reports, which he did. She asked Chief Bakken to clarify the difference in timber tax revenue as shown on the reports provided. He explained that he combined Dist. 8 and 2's revenues.

General Expense Fund: Chief Bakken explained the \$7,203.56 that is in the NMRFA Expense Fund was a result of the county taking tax monies from District's 2 and 8 and auto transferring them to the RFA. Chief Bakken clarified that this was a communication error – we had asked the Treasurer to take in tax monies with the belief that we would see the transfer happen on paper – this is not the case. What is happening is the Treasurer was immediately putting monies into the NMRFA. We are working with the Treasures office to get this straightened out.

Bias Software: Commissioner McIntosh asked about the NMRFA going to Bias Financial Software. Executive Assistant Patti spoke about the BIAS conference she attended and based on several items that

the company does not offer yet and the feedback received from other fire districts she made the recommendation that we don't transition to Bias. We will have to eventually transition but we intend to go last.

Year to Date Revenues: Chief Bakken reviewed the Year to Date Revenues with the Commissioners and reviewed the plan that we will use to make transfers to the RFA.

ADMINISTRATIVE UPDATE:

Officer Coverage in Tahuya: In February there was a total of 33 hours of coverage by an officer in Tahuya. Officers include Asst. Chief Cooper, Chief Bakken and the Vol. Captains. This is in addition to Firefighter Nick Bowman's 80 hours a week.

Sunset Beach Water System: There are six or seven fire hydrants on a 2 mile stretch in Sunset Beach. We approached the water system about using these hydrants and after consideration they declined use for any purpose because the hydrants are in need of serious repair. Chief Bakken and Jeromy Hicks meet regarding the NMRFA's liability and our obligation to notify rate payers on the system. We are looking at a lock out system that will advise our crews that these hydrants are not operational.

The system receives credit from the WA Survey and Rating Bureau and if these hydrants are removed from use this may negatively affect ratings. Chief Bakken clarified that when we respond to calls we respond as if we don't have access to any hydrants. Chief Bakken offered to type up a letter to members of the Water Board to ask them for solutions/options moving forward.

DEM Transition: Chief Bakken reported that former DEM Director, Marty Best has been restructured from his position. The County has created a Department of Support Services. By default the Support Services Director is providing oversight for DEM. He has admitted he has no experience with emergency management. Chief Bakken explained the role of DEM to the Commissioners indicating there are collaborative efforts moving forward to help.

POLICY REVIEW: Four policies were presented to the Commissioners for review.

Accident Reports - Admin 01: Name change to Board for Volunteer Firefighters and Reserve Officers.

**Commissioner Voss-Petredis moved to adopt the Accident Reports Policy as modified;
Commissioner Blackwell seconded the motion. Motion carried.**

Ambulance Revenue - Admin 02: Name change to North Mason Regional Fire Authority

**Commissioner Blackwell moved to adopt the Ambulance Revenue Policy as modified;
Commissioner Wampold seconded the motion. Motion carried.**

Background Investigations - Admin 03: We have the right and ability to run a background check's as circumstances arise.

Commissioner Voss-Petredis moved to adopt the Background Investigations Policy as modified; Commissioner Wampold seconded the motion. Motion carried.

Budget Preparation – Admin 05: Modifications include changing Administrative Assistant to Executive Assistant and calling it an Emergency Cash Fund to an Emergency Contingency Fund.

Commissioner Quigley requested that the item in paragraph five should have flexible amounts and not contain dollar figures.

Commissioner Burrus moved to adopt the Budget Preparation Policy as modified by Chief Bakken and Commissioner Quigley; Commissioner Wampold seconded the motion. Motion carried.

Commissioner Training: There is new legislation that requires Commissioners to attend Open Public Meeting training. Commissioner McIntosh asked if there is a list of training that Commissioners need to take. Chief Bakken said that yes, Commissioners are subject to trainings such as HIPAA and Harassment etc. Chief Bakken will work on creating a checklist or requirements for the Commissioners.

MACECOM: Commissioner McIntosh reported the volunteer dispatch program is going well. They are still working on creating the policies and manuals. Several people have been screened out due to background checks.

GOOD OF THE ORDER:

Commissioner Voss-Petredis thanked everyone for the Department Dinner. She also thanked Chief Bakken for his leadership and his management style. We appreciate the efforts he is putting forth.

County Wide Commissioner Meeting is being held the first Thursday in April on April 3rd.

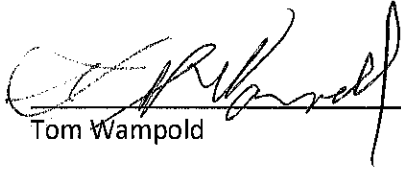
Region 9 Workshop is being held on March 29th. Commissioner McIntosh and Chief Bakken are interested in attending.

Joint Mason County Fire Chiefs and Fire Commissioners Association Meeting will be held April 3rd in Shelton at the Civic Center.

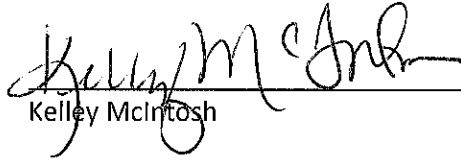
Commissioner Wampold moved to adjourn the meeting; Commissioner Kewish seconded the motion.
Motion carried and the meeting was adjourned at 6:15pm.



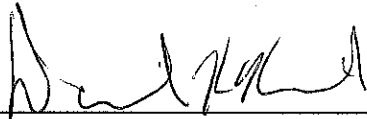
Katie Patti – District Secretary



Tom Wampold



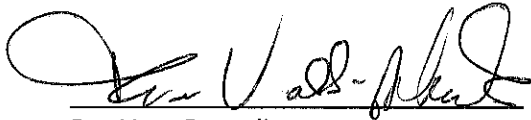
Kelley McIntosh



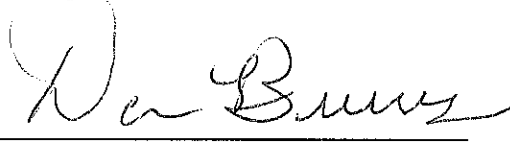
Dan Kewish



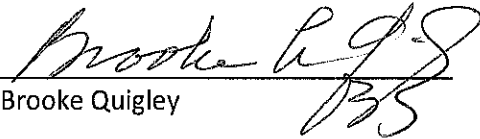
Shelby Blackwell



Bev Voss-Petredis



Dan Burrus



Brooke Quigley