



Fire Chief Beau Bakken

MASON COUNTY FIRE DISTRICT 2

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Mason County Fire District 2
Meeting Minutes
September 17, 2013

Present: Commissioners Blackwell, Burrus, Hamilton, McIntosh, Quigley; Chief Bakken, Assistant Chief Cooper, and Executive Assistant Katie Patti.

The meeting was called to order at 5:02pm.

**Commissioner Hamilton moved to approve the meeting minutes from September 10, 2013;
Commissioner Quigley seconded the motion. Motion carried.**

Chief Bakken addressed a question about the vouchers by Commissioner Quigley. She inquired what the negative numbers represent that appears on the detail section of the vouchers under the Bank of America – Direct Deposit. He explained that these numbers are deductions such as Federal Income Taxes, Deferred Compensation, and Food Fund Monies etc. taken out of an employee's paycheck. He also offered to show any of the commissioners the information in Ganzer if desired.

FINANCIALS:

Chief Bakken reviewed the financials. He noted we will be taking in tax revenues for October which will bring us closer to our budget for the year. Of concern are ambulance revenues. These are lower than usual, especially since our call volume is up. There may be a valid justification for why this is. Chief Bakken and Captain Ehresman are looking into this and will provide an update once they have information to share. Our ambulance revenues are 9% lower year to date. Generally we are 15% ahead.

Expenditures are at 77.3% of the budget – this percentage accounts for the \$120k of unanticipated ambulance repairs. Also to take into account is we usually split our reserve contributions; however this year we made our full contribution in January. Overall, Chief Bakken reported we are doing quite well financially. We have not spent anything out of capital reserve. We currently have about \$200k left to pay on our engine and tonight we will ask to purchase a trailer which will come out of this line item if approved. We have \$1.1 million in reserves.

We should also start seeing DNR revenues trickle in. And we have begun looking at what we will surplus and we hope to get a tighter grasp on that figure.

ADMINISTRATION REPORT:

Informational -

Newsletter: The newsletter went out last week to residents in District 2 and to the Tri Lake's Area residents, who reside in Kitsap County. Commissioner Hamilton congratulated the individuals who worked on this project and commented it was the best newsletter he has seen yet. Chief Bakken indicated the recognition goes to Jeromy Hicks and Rodika Tollefson. Great job to both of them!

Chaplain Shirbish: At last week's meeting, Assistant Chief Cooper reported that a new Chaplain, Gary Shirbish had joined the Mason 2 family. He will attend the Chaplain Academy the first week in October. We are partnering with the Sheriff's office on cost for this and appreciate their support.

CAC Meeting Update: Discussed the Survey and Rating Bureau.

2014 Budget: Chief Bakken and Katie Patti are working on preparing the 2014 Budget. We hope to have a draft to that to you by the end of the month. The draft the commissioners will receive will be the RFA Draft version. We will have time to review and should the RFA not pass as anticipated we will pull those two budgets apart.

Utility Trailer Purchase:

Chief Bakken referenced a memo that was sent to the Commissioners on a new utility trailer. The District has outgrown the current trailer and we are investigating purchasing a 24 foot, flat front trailer, with an upgraded quick release door. The purchase price is just over \$7,000 and does not include tax and licensing. We respectfully ask the Commissioners for approval to move forward with this purchase.

Commissioner Burrus moved to approve the purchase of a 24 foot trailer; Commissioner McIntosh seconded the motion. Motion approved.

At this time we are unsure what we will do with the old trailer. We will notify the commissioners if we decide we would like to surplus the old trailer.

Tahuya Community Club Meeting: Chief Bakken was granted 10 minutes to speak to a crowd of about 60 people about the RFA. The meeting went fantastic. We even delivered an address sign for a citizen "on the spot".

Fire District 8 Commissioner Meeting: Chief Bakken attended this meeting to speak with the Commissioners on the RFA and the recent development with the WA Survey and Rating Bureau visit. He gave a presentation on what was involved in the Survey and Rating Bureau. We are working with District 8 on what we know to help the process go as smooth as possible.

Commissioner Hamilton noted that if the RFA passes it would be best to schedule every third commissioner meeting in Tahuya. The commissioners and Chiefs were in agreement.


Executive Fire Officer Program: Captain Jordan Reese just got accepted into the Executive Fire Officer Program. We are very proud of this accomplishment.

MACECOM: Commissioner McIntosh reported the 2014 budget was approved. User fees as previously presented were amended to \$0.75 per call in order to keep things static and will provide an increase in revenue. The reserves were split up appropriately so they now have three working and realistic reserves. The hiring process has been completed and a tentative offer has been made. The candidate comes with previous experience and was number one on the employment tests.

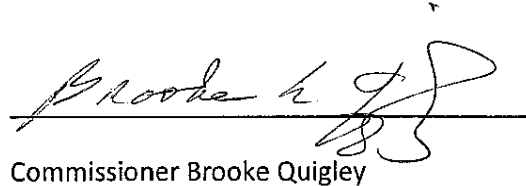
EXECUTIVE SESSION:

The Executive Session to discuss a personnel issue began at 5:50pm and was attended by Commissioners Blackwell, Burrus, Hamilton, McIntosh, Quigley; Chief Bakken, Assistant Chief Cooper, and Executive Assistant Katie Patti. The executive session was adjourned at 6:02pm.

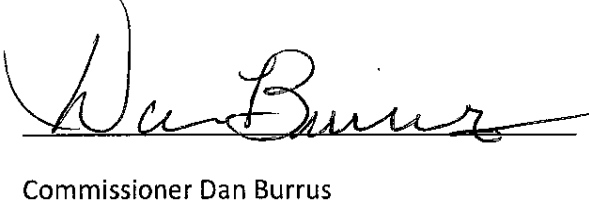
Commissioner Hamilton moved to adjourn the meeting; Commissioner Blackwell seconded the motion. Motion carried and the meeting was adjourned at 6:03pm.



Commissioner Kelley McIntosh

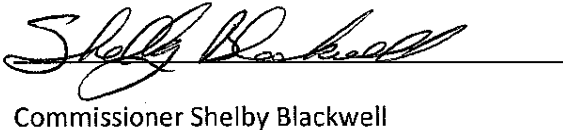


Commissioner Brooke Quigley



Commissioner Dan Burrus

Commissioner Denny Hamilton



Commissioner Shelby Blackwell