

**North Mason Regional Fire Authority
Commissioner Agenda
September 9th (Belfair) and 16th (Tahuya)
Both meetings at 5:00 PM**

Blue information and **Red action** requested

Call to order

Pledge of Allegiance

Approval of Minutes- August meeting minutes are attached.

Voucher Approval- Katie will be sending financial materials to include vouchers and expenditure budget on Thursday afternoon.

Financial Report- NMRFA Financial Documents for September will be submitted Friday morning. Revenue figures will be presented as they are received from the Mason County Treasurer's Office (expected September 10th).

Administration Report

- **Strategic Planning (September 15th)**
- **Full Time (day) staffing in Tahuya**
- **Newest Career Firefighter-Andrew Johnson**
- **Fire District Dissolution Campaign Update**
- **NMRFA Newsletter Update**
- **Station 81 Garage Door**
- **Americorps Program Update**
- **7 day a week coverage in Tahuya**

- **Labor Negotiations Scheduling**

Old Business

- **Public Records and Meetings Training-** Late last month a copy of the training materials was distributed to all Board members. How would the Board wish to handle training completion/attendance from this point forward?
- **Policy Review-** I have attached four policy drafts for review and consideration
- **Fire Chief's Vacation Carryover Request-** I have attached an updated MOU regarding vacation carryover for Chief Cooper and I. It has been updated to reflect a maximum time off amount of 80 hours (two weeks) without obtaining prior written permission from the Board. Let me know if any other suggestions/ideas should be implemented.

New Business

- **Fire Chief Evaluation-** Commissioner McIntosh has submitted a draft evaluation for the Board's review and consideration.
- **Surplus Plan Submission-** We are finishing up the last of the inventory and surplus identification process for equipment in the store. I hope to have a surplus plan for your consideration and approval by our second meeting of the month.
- **Fire Station 22 Lease-** Update of Fire Station 22 Lease Renewal with Mason County
- **Fire Station 24 Easement Agreement Pope Resources-** The easement assessment has not been completed yet however we are checking with the private assessor to identify a completion timeline.

Public Comment

Good of the order
Adjournment

Board of Volunteer Firefighters Meeting to Follow

North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy

8/12/2014

Present: Commissioners Blackwell, Burrus, Kewish, McIntosh, Quigley, Voss-Petredis, Wampold; Fire Chief Bakken, District Secretary Patti, District 2 Commissioner Paul Severson

Excused: Asst. Chief Cooper, Commissioner Blackwell

Guests: Herb Gerhardt

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

The minutes from the meeting held on 7/15/2014 was presented for approval.

Commissioner Voss- Petredis moved to approve the meeting minutes from the meetings held on 7/15/2014; Commissioner Wampold seconded the motion. Motion carried.

Voucher Review and Approval: Vouchers for the month of August were presented for review and approval.

Commissioner Wampold moved to approve Vouchers #1408001 to #1408088 in the amount of \$254,842.12 as presented; Commissioner Voss-Petredis seconded the motion. Motion carried.

FINANCIAL REPORT:

This will be discussed at next week's meeting.

ADMINISTRATION REPORT:

Strategic Planning Process: Chief Bakken reported that both A and B shifts will meet with the facilitators on September 15th at 9am at Sta 21. Later that same day, the planning committee will also meet with facilitators.

Wild land Fire Deployments: We had several deployments to Eastern WA that occurred late in July. The crews have since returned home and we have started a third deployment that has attached to a DNR unit. Crews and vehicles can be deployed for a maximum of 21 days. There is a central command stationed just outside of the town of Omak ready to deploy if needed. Just yesterday we provided mutual aid on three fires that occurred in South Mason County. Based on the number of wildfires Chief believes we will far surpass our revenue goal for this year.

Martha Reed Award: We are proud to announce that Andrew Douglas FF/PM was the recipient of this year's Martha Reed Award for *Best All-Around EMS Provider*. The award is presented by the Mason County EMS Council and voted on by peers. Andrew has been with us in a career capacity for one year and previously in a volunteer capacity for five years.

Tahuya Salmon Bake: The Salmon Bake is scheduled for this Sunday at Station 81 in Tahuya from 1pm – 5pm. We hope to see you there.

Firefighter Hiring Process: We have completed ten candidate interviews and have one interview remaining. A select few identified will move on to a Chief's interview. Thank you to Commissioners Voss-Petredis and McIntosh for participating on the interview panel. Both Commissioners said we have some really good people working for us and the interview process has been a great experience so far.

AmeriCorps: We are in the final process of our grant applicants. The two individuals that have been tentatively selected to fill the positions are wonderful individuals and outstanding candidates. Chief Bakken spoke briefly about their backgrounds and interests. He would love to have the individuals meet the Board at a future meeting. Their official start date is September 15.

Annual Department Newsletter: The first official newsletter of the Fire Authority is set to be released at the end of September. You will see an emphasis on the Fire Authority formation to include what we have done since January 1st of this year. We also discuss the dissolution of District's 2 and 8 and what that measure entails.

Tahuya Store Surplus: We are currently numbering and preparing items for surplus. Once the surplus plan is ready Chief Bakken hopes to bring it to September's Board Meetings for the commissioner's consideration and approval.

Station 28 - Tiger Lake Station: The land that Station 28 is on is owned by Pope Resources. They are interested in obtaining an easement agreement from us to allow for road and utility access. We are awaiting the value of an easement and will provide an update to the Board for consideration. Mason County Assessor's office will be doing the property assessment.

Public Records and Meetings Training: Commissioner McIntosh reported that the Public Records Instructor from the AG's office that we had hoped to have conducted our training is booked through the year and into 2015. In the interest of time the Commissioners agreed that it would be best to do the training on each person's own time or use one of our Commissioners Meetings to do the necessary training.

MACECOM Update: Commissioner McIntosh is no longer on the MACECOM Board but is still participating in the employee hiring process and policy review. She shared the unfortunate news that a long time dispatcher passed away from a motorcycle accident. She was riding with her husband who was also critically injured but appears to be recovering. Memorial Services will be announced once her husband's condition is improved. Her position was instrumental to operations and they will need to fill it immediately. Commissioner Quigley requested the job announcement be placed on our website. If you know of any individuals who would qualify please let Commissioner McIntosh know.

CAC Meeting: Commissioner Voss-Petredis reported that CAC members are excited about the upcoming Strategic Planning process. More people are attending the meetings. Commissioner Quigley commended Commissioner Voss-Petredis on her excellent facilitation of the meeting.

Resolution 14-15: Resolution Authorizing the Kitsap County Treasurer to collect taxes for the area and deposit those monies to the NMRFA beginning January 1, 2015.

Commissioner Wampold moved to adopt Resolution 14-15; Commissioner Kewish seconded the motion. Motion carried.

Car 21-2 Surplus: Chief Bakken requested the Commissioners make a motion to surplus the 1998 Crown Vic that Vol. Lt. Mike Sammons used as his response vehicle. We anticipate it will bring in \$750.00

Commissioner Wampold moved to approve the surplus of Car 21-2; Commissioner Voss-Petredis seconded the motion. Motion carried.

Tahuya Firefighter coverage: Chief Bakken reported as part of the Service Plan for the Fire Authority we made the promise to have seven days a week at the Tahuya Station. FF Nick Bowman currently works Wednesday – Sunday. Stephanie Criess is a volunteer FF/EMT and an Administrative Assistant with us. Chief Bakken would like to increase her hours to full time and she would work out of the Tahuya Station on Monday and Tuesday and other days if needed when Nick is not available. She would maintain her status as an administrative employee. He requested a motion for the Fire Authority enter into an employment agreement with Stephanie Criess.

Commissioner Wampold moved to enter into the employment agreement with Stephanie Criess as presented; Commissioner Voss-Petredis seconded the motion. Motion carried.

Fire Station 22 Lease: Chief Bakken provided an update on Station 22 lease. He explained our lease with Mason County expires in May of 2015. We have been in touch with the County and Chief hopes we will know more in the coming weeks.

Public Comment:

Herb Gerhardt: Commented that the Board should be aware of potential expansion options that could be used regarding Station 28 - Tiger Lake Property.

Good of the Order: None

Commissioner Burrus moved to adjourn the meeting; Commissioner Kewish seconded the motion. Motion carried and the meeting was adjourned at 5:57pm.

BOARD FOR VOLUNTEER FIREFIGHTER'S

Present: Commissioner McIntosh; Chief Bakken; Katie Patti; Volunteer Drew Johnson

The meeting was called to order at 5:59pm.

Invoices for additional medical bills for a Volunteer who was injured were presented for approval.

Drew Johnson made a motion to move to approve invoices as presented; Chief Bakken seconded the motion. Motion Carried.

Drew Johnson moved to adjourn the meeting; Chief Bakken seconded the motion. Motion carried and the meeting was adjourned at 5:59pm.

District Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Dan Burrus

Commissioner Bev Voss-Petredis

Commissioner Shelby Blackwell

Commissioner Thomas Wampold

Commissioner Daniel Kewish

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
Tahuya Fire Station
8/18/2014

Present: Commissioners Kewish, McIntosh, Quigley, Voss-Petredis, Wampold; Fire Chief Bakken, District Secretary Patti

Excused: Asst. Chief Cooper

Commissioner Burrus arrived at 5:15pm. Commissioner Blackwell arrived at 5:30pm.

Guests: Gerald Hofstatter

The meeting was called to order at 5:03pm and opened with the Pledge of Allegiance.

FINANCIAL REPORT:

Chief presented the financial report to the Commissioners stating we anticipate well over our budgeted revenue amount for our wild land deployments. All other financials are where we anticipated they would be. This is great news. We plan to transfer revenues from District's 2 and 8 to the RFA in accordance with the RFA Plan in September.

Car Surplus Update: We had originally planned to surplus the Ford Crown Vic at a price of \$750.00. We identified a buyer; however following the discovery of a wiring issue and the cost to the new owner to repair, we would like to lower the surplus figure to \$500.00. Chief is requesting a motion from the Board to lower the price.

Commissioner Wampold moved to approve the surplus of the vehicle for the lower price of \$500.00; Commissioner Voss-Petredis seconded the motion. Motion approved.

MOU – Chief Bakken and Asst. Chief Cooper: Chief presented the Commissioners with a MOU for both his and Asst. Chief Coopers Employment Contracts allowing for an increased amount of carryover of earned vacation hours. As the contract currently reads, they would only be allowed to retain at most 240 vacation hours. Chief Bakken would like the Board to review for further discussion at a later date.

The Commissioners engaged in discussion on the importance of staff being allowed to take vacation time. Adding it not only improves morale but adds a method for deterring and detecting fraud or theft. Commissioner Voss-Petredis asked how sick leave hours accrue. Chief Bakken reviewed the accrual policy with the Commissioners.

NEW BUSINESS

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

Admin-17, Grievance: Name change only.

Admin-18, Hazardous Materials Response Cost Reimbursement: Name change and an amendment to the last paragraph to insert the word “will” after EF Recovery as requested by Commissioner Quigley.

Admin-19, Reporting Improper Governmental Action (Whistleblower): Name change only.

Admin-20, Incident Reports: Name change only.

Commissioner Wampold moved to approve the four policies as presented and amended;

Commissioner Voss- Petredis seconded the motion. Motion approved.

FIRE STATION & FACILITIES PRESENTATION

Chief Bakken provided each Commissioner with a copy of the Fire Station & Facilities Detail Report. This report provides an overview on each of the Fire Stations within the Fire Authority. The intent of the content of the report is to provide a baseline of the current status of our facilities. Chief Bakken hopes this information will help guide future decision making and planning processes. With a majority of the Stations being over 30 years old, it is imperative that we establish and engage in a facility planning process. He did note that our employees do a great job in maintaining the facilities. He reviewed the report with the Commissioners noting different features of each station.

Commissioner Wampold had a question about why we show the Assessed valuations for each Station. Chief indicated these have to be done by law. We do not however pay taxes.

Commissioner McIntosh inquired what our timeframe should be to address these needs. Chief Bakken believes we have an excellent vehicle replacement program in place with that timeframe being three to five years. The first item that should be addressed is the Store. At this point we are uncertain what the future will hold for that facility. There have been many ideas shared, and all believe it is important to have a feasibility study conducted as well as community input.

With regards to community input, Commissioner Quigley recommended that options for the store need to be brought before the community and thru a process of elimination, if you will, verbally dismissing those options in an open forum for transparency reasons.

Chief Bakken would like to form a subcommittee of at most three members of the Board to work on the facilities planning process. He identified the top priorities: First, Identify a need; Second, Prioritize those needs; and finally, present the needs to the community. The subcommittee group should begin meeting shortly after the strategic planning process gets underway.

The following Commissioners agreed to be on the committee: Commissioners Voss-Petredis, McIntosh and Blackwell. Assistant Chief Cooper will be leading the staff work.

Voucher Review and Approval: A second batch of Vouchers for the month of August was presented for review and approval.

Commissioner Voss-Petredis asked for clarification on the amount we paid Tacoma Community College. Chief explained this tuition for Volunteer Nick Morgan who will be attending paramedic school.

Commissioner Blackwell moved to approve Vouchers #1408001 to #1408088 in the amount of \$13,471.96 as presented; Commissioner Quigley seconded the motion. Motion carried.

Public Comment:

Gerald Hofstatter: He suggested once we make a decision it would be good to send a letter to the community to help maintain open communication and good will.

Mr. Hofstatter also asked for additional clarification regarding revenue we receive for wild land mobilization. Chief Bakken reviewed that we get paid whenever we send a person or vehicle.

Finally, he inquired how the CRT group is doing. Commissioner Voss-Petredis spoke about an accident that happened at her resort and she was so impressed with the number of CRT members that responded. Chief reported that on average three to four CRT members respond per incident.

Good of the Order:

Commissioner Quigley commended Chief Bakken and District Secretary Patti on the wonderful Facilities Report.

Commissioner Wampold moved to adjourn the meeting; Commissioner Quigley seconded the motion. Motion carried and the meeting was adjourned at 6:10pm.

District Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Dan Burrus

Commissioner Bev Voss-Petredis

Commissioner Shelby Blackwell

Commissioner Thomas Wampold

Commissioner Daniel Kewish

North Mason Regional Fire Authority Budget Summary

Month: September (75% of Year)

2014 Revenue

Budgeted Revenue for 2014:	\$5,329,678.00		
Revenue to be Collected in 2014 (without carryover):	\$3,684,678.00		
Collected Revenue Year to Date with carryover:	\$3,839,948.92	(72% of budget)	
Collected Revenue Year to Date (without carryover):	\$2,200,244.78	(59.7% of budget)	
Revenue Left to be Collected for Year w/o carryover:	\$1,484,433.22	(42.4% of budget)	
Tax Revenue Year to Date:	\$1,527,184.37	(60.4%)	Tax Revenue Left to be Collected: \$999,815.63
Timber Revenue Year to Date:	\$109,052.97	(272%)	Timber Revenue Budgeted for Year: \$40,000.00
Ambulance Revenue Year to Date:	\$303,803.55	(61.8%)	Ambulance Revenue Left to Collect: \$187,737.45
DNR/WA State Wildfire Reimbursement Year To Date:	\$0.00		

2014 Expenditures

Budgeted Expenditures for 2014*:	\$ 3,684,678.00	(\$4,349,098.13 with contingency/reserve balances)	
Expenditures Year to Date:	\$ 2,541,133.38	(69% of budget)	
Expenditures w/ Contingency Contributions	\$ 2,728,633.38	(74% of budget)	

Expenditure Funds Available:	\$ 956,044.62	(26% of budget)
Expenditures For This Month*:	\$ 264,686.98	(7.2% of budget)
* Does not include Contingency Expenditures		

2014 Contingencies

Emergency Contingency Beginning of the Year Balance:	\$500,140.68		
Emergency Contingency Expenditures Year to Date:	\$0.00		
Emergency Contingency Contributions Year to Date	\$0.00	ER Expenditures This Month:	\$0
Emergency Contingency Current Balance:	\$500,140.68		
Capital Contingency Beginning of the Year Balance:	\$84,279.45		
Capital Contingency Expenditures Year to Date:	\$2,128.56	CR Expenditures This Month:	\$0.00
Capital Contingency Contributions Year to Date	\$160,000.00		
Capital Contingency Current Balance:	\$242,150.89		
Fire Equip Contingency Beginning of the Year Balance	\$80,000.00		
Fire Equipment Expenditures Year to Date	\$0.00		
Fire Equipment Contributions Year to Date	\$27,500.00	FER Expenditures this month	\$0.00
Fire Equipment Contingency Current Balance	\$107,500.00		

Funds Currently On Hand (In Bank Account)

Total Funds Available at Beginning of Month:	\$1,560,209.96	
Total Expenditures This Month:	\$264,686.98	
Total Available Funds	\$1,295,522.98	
Reserve Funds:	\$849,791.57	
Operating Funds Available:	\$445,731.41	(Equals "Total Funds" Minus "Reserve Funds")
Available Funds Invested In State Investment Pool:	\$1,375,000.00	
Current Investment Pool Interest Rate:	N/A	

Revised: September 15th 2014

Meetings Called by the Chief

CATEGORY: Administration
NUMBER: Admin-22
EFFECTIVE: September 2014

REFERENCE

~~Mason County Fire District #2~~ North Mason Regional Fire Authority

PURPOSE

To allow for the scheduling of meetings to efficiently communicate with all personnel regarding the operations of ~~Mason County Fire District #2~~ the North Mason Regional Fire Authority.

POLICY

The Fire Chief may call meeting(s) as deemed necessary in order to accomplish business of the District. There will be two kinds of meetings identified in this policy.

PROCEDURE

Scheduled Meetings- Will be held as regularly as possible to promote effective and efficient communication within the district

Staff Meetings — To be attended by administrative personnel, ~~district~~ Authority officers, and career staff.

Officers Meeting- To be attended by all volunteer and career officers of the ~~district~~ Authority.

Captains Meeting- To be attended by administrative personnel and Captains of the ~~district~~ Authority.

Firefighter's Association meeting- Third Wednesday of the month at 19800 hours. All members of the ~~department~~ Authority may attend

Labor Management Meeting- To be attended by administrative personnel and members of the union local executive board as selected by the union.

Officers and staff who are unable to attend the above meetings shall contact their supervisor.

Unscheduled Meetings

The Fire Chief may request informal and/or unscheduled meetings to facilitate efficient communications to all personnel.

The Chief will be available to attend shift meetings or training meetings when appropriate in order to assist the **District Authority** with the essential communications that may not be accomplished through other administrative staff.

Instances may occur in which attendance by all **district Authority** members and/or employees is imperative at an unscheduled meeting. During such instances, the Chief may declare a meeting “mandatory” in which all **district Authority** members and/or employees must attend. Individual absenteeism from such meetings may be granted by the Chief or the member’s supervisor. The Chief will provide as much notice as is possible prior to the scheduling of any mandatory meeting.

Non-Disclosure

CATEGORY: Administration
NUMBER: Admin-23
EFFECTIVE: September 2014

REFERENCE

~~Mason County Fire District 2~~ North Mason Regional Fire Authority

SCOPE

All ~~department~~ Authority personnel

PURPOSE

To provide adequate protection for all information within ~~Fire District 2~~ the North Mason Regional Fire Authority.

POLICY

The protection of confidential business information and trade secrets is vital to the interests and the success of ~~Mason County Fire District 2~~ the North Mason Regional Fire Authority. Such confidential information includes, but is not limited to the following transactions

- Financial information
- Medical Records
- Medical Information
- Personnel Information

Department members who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Public Meeting Posting

CATEGORY: Administration
NUMBER: Admin-24
EFFECTIVE: May 2010

REFERENCE

~~Mason County Fire District 2~~ North Mason Regional Fire Authority, RCW 42.30.080

SCOPE

All ~~District~~ Authority personnel and the Public.

PURPOSE

To notify the community of all public meetings.

POLICY

To inform and encourage attendance at any and all public meetings.

Meeting Dates and Times:

Regular Board of Fire Commissioner meetings are the second and third Tuesday of each month commencing at 6:00 p.m. The location of the regular Board meeting on the second Tuesday of the month will be Fire Station 21 (460 NE Old Belfair Highway). The location of the regular Board meeting on the third Tuesday of the month will be Fire Station 81 (14880 NE Northshore Rd).

PROCEDURE

In the event of a special meeting, notice of said meeting will be posted in the local newspaper, on the Authority's website and on the door of Fire Station's 21 and 81 at least 24 hours prior to the meeting. Notice will include the time and place of the meeting as well as the business to be conducted. In the event of an emergency meeting, notice will be posted at the:

- US Post Office
- ~~MCFD#2 Headquarters~~ Fire Stations 21 and 81
- The Authority's website

Exceptions to this schedule may be considered on a case by case basis with approval of the Board of Commissioners. Appropriate notice of the special set meeting will be posted as required.

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

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

WHEREAS; The North Mason Regional Fire Authority maintains individual employment contracts with Chief's Bakken and Cooper.

WHEREAS; The North Mason Regional Fire Authority, Fire Chief Beau Bakken and Assistant Chief Scott Cooper are collectively referred to as the parties.

WHEREAS; The North Mason Regional Fire Authority wishes to provide Chief's Cooper and Bakken with vacation leave consistent with Section 10.2 of the employment agreements.

WHEREAS; The North Mason Regional Fire Authority understands that at times the Chief's may experience difficulty in taking annual vacation leave as a result of job related functions and assignments.

WHEREAS; The Fire Chief and Assistant Fire Chief wish to maintain vacation leave that is accrued beyond the contract maximum limit of two hundred and forty hours but not used within a calendar year.

WHEREAS; The North Mason Regional Fire Authority wishes to maintain a vacation accrual maximum as incentive for the Fire Chief's to take adequate leave during each year in order to maintain professional and personal balance.

WHEREAS; The North Mason Fire Authority wishes to protect the Authority from excessive financial payouts for vacation leave in the event of an employee's separation from the Authority.

UNDERSTANDING; NOW THEREFORE BE IT UNDERSTOOD; That the North Mason Regional Fire Authority and employees Beau Bakken and Chief Cooper agree to amend Section 10.2 and 10.4 of the employment contracts between the parties as provided below. This amendment will be retroactive to the implementation date of the agreement, October 31st 2011 and will pertain to similar Sections in previous employment agreements between the parties.

Section 10.2 (Vacation Accrual) Amendment

The Employee shall accrue vacation leave at the rate of eighteen (18) hours per month. Vacation hours not used in a calendar year will be capped at four hundred and fifty (450) hours per year. Vacation hours earned in a calendar year and hours carried forward from the previous year, but that are not utilized by the end of the calendar year that exceed four hundred and fifty (450) hours will be forfeited.

Vacation leave requests, submitted by the employee that exceed 80 consecutive hours require prior written authorization from the Authority's Board of Commissioners.

Section 10.4 (Paid Accrual) Amendment

All accrued vacation up to a maximum of two hundred and forty hours will be paid as compensation following termination of the agreement, except as provided in Section 6.1.3 and 6.2.

Agreed to by the parties this 19th day of August, 2014,

Kelley McIntosh, Chairperson
North Mason Regional Fire Authority

Beau Bakken, Fire Chief
North Mason Regional Fire Authority

Scott Cooper, Assistant Fire Chief
North Mason Regional Fire Authority