



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy

1/9/2018

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

Guests: None

Meeting minutes from December 12th and 19th were presented for approval.

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

Vouchers- Vouchers for the month of January #1801001 to #1801086 in the amount of \$293,754.05 were presented for approval.

Commissioner Quigley inquired what the vendor BIAS does. Chief Bakken explained they provide our financial and payroll software.

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

FINANCIAL REPORT: Chief Bakken will review financials at next week's meeting.

ADMINISTRATION REPORT:

Annual Audit: Chief Bakken provided an update on the audit. He commended Executive Assistant Patti for her work on the audit. The next step will be an Exit Conference. Once we receive a date and time we will share that with the Board. Commissioner McIntosh participated in a phone interview with the auditor.

Last Dance: This year, Central Mason will take lead on this event at North Mason HS. We will be participating in the event as well. Chief Bakken shared that this program is to spread awareness about the dangers of drinking and driving.

Station Security Update: We have contacted three vendors that specialize in security systems to conduct an overall assessment and recommendation for station security.

Station 21 Floor: The floor has been repaired and new chairs have been ordered.

Station 81: A complaint was received that the parking lot and area around the station is very dark in the evenings. There was a light pole that had been removed when the store was demolished. We have contacted PUD and asked them to reinstall lights for the safety of the community.

Community Response Team (CRT) Initial Training Class: We have identified six individuals who will go thru 40 hours of CRT training. This training allows them to respond to and help with calls in the Authority.

Tahuya Station Update: AC Cooper reported a structural engineer is scheduled to visit the Tahuya Station this Friday. Chief Bakken also sent information on the Tahuya Station via his email distribution list.

Employee Communications Policy PERS-10: This policy being presented for adoption replaces the current communications policy. It establishes both internal and external communication practices among members of the Authority.

Commissioner Severson made a motion to adopt Policy PERS-10 as presented; Commission Quigley seconded the motion. Motion approved.

PUD3/Collins Lake Easement Request: Chief Bakken presented an easement request by PUD 3 to the Fire Authority at the Collins Lake Station (Sta 27). This agreement would permit PUD3 to place a fiber box on our property. In exchange for this easement, PUD 3 would provide connection to the fiber optic network.

Commissioner Quigley made a motion to enter into the easement request as presented; Commissioner Severson seconded the motion. Motion approved.

Patient Transfer of Care – Harrison Urgent Care Belfair OPS-29: Chief Bakken presented a patient transfer policy to the Board for review and adoption. This policy helps streamline the transfer of patients from the Urgent Care Clinic in Belfair by members of the Authority.

Commissioner Kewish moved to adopt Policy Ops-29 as presented; Commissioner Miller seconded the motion. Motion approved.

Station 21 Chair Surplus Request: Chief Bakken requested that the old chairs from the training room and the kitchen be deemed surplus by the Board. The chairs are damaged and have no value.

Commissioner McIntosh made a motion to surplus the chairs as presented; Commissioner Quigley seconded the motion. Motion approved.

Public Comment: None

Good of the Order:

Joint Meeting Announcement: A joint meeting between the Mason Co Chief's Association and the Mason Co Fire Commissioners will take place on February 5th at 5pm at the Civic Center in Shelton. Commissioner McIntosh will send out a notice. Please forward agenda items her.

Community Paramedicine: Commissioner McIntosh provided an update on the community paramedicine program stating due to an unknown legal obstacle between the hospital district and the fire districts the project has been stalled.

Request by District 16 and 9: Tomorrow Chief Bakken will provide a presentation on what it takes to create a Fire Authority.

Opioid Crisis: Commissioner Quigley inquired what other fire organizations in Mason County are doing about the opioid crisis. Chief reported most agencies don't even carry narcan. He shared Mason Co has hired a second person to work on the crisis.

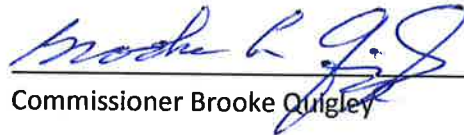
Commissioner McIntosh moved to adjourn; Commissioner seconded the motion. Motion carried. The meeting was adjourned at 6:05pm.



Authority Secretary Katie Patti



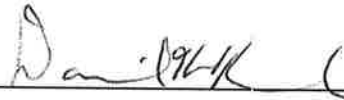
Commissioner Kelley McIntosh



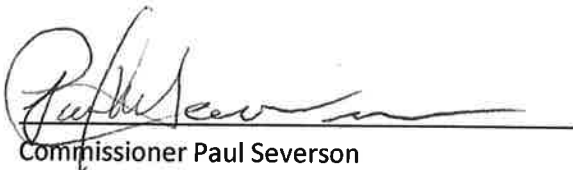
Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson