



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy

2/13/2018

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

Guests: Herb Gerhardt, Cpt. Hicks, PM/FF Fulkerson

Meeting minutes from January 9th and 16th and were presented for approval.

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

Vouchers- Vouchers for the month of February #1802001 to #1802089 in the amount of \$292,853.19 were presented for approval.

Chief Bakken remarked next month we will be buying PPE gear.

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

FINANCIAL REPORT: Chief Bakken will present the financials at next month's meeting.

ADMINISTRATION REPORT:

WA State Audit Exit Interview: Chief Bakken stated the audit process went well. Commissioner Miller and Quigley were in attendance at the exit interview. There was one minor exit item referenced regarding liability reporting. He again thanked Executive Assistant Patti for her work in this effort.

Department Dinner: The awards dinner will be held at Alderbrook on March 24th. A block of rooms has been held at Alderbrook for individuals interested in staying the night.

Security Committee Update: Cpt. Hicks provided an update on the work the committee has done to date. He reported we have received bids from several companies that provide security systems and led a discussion on security enhancements being considered by the committee. The bids will be reviewed at the next committee meeting.

Opioid Meeting Update: Chief Bakken provided an update on the Opioid meeting that took place earlier this month. The meeting was a follow up from the initial forum in November of last year. The meeting discussion was on the various resources that are available but may not be common knowledge by the general public or first responders. The committee is looking to create a booklet of resources based off of examples already in use by other agencies/counties.

We learned that Tacoma Fire has a program where they leave Narcan kits with families in the event of an overdose. We are planning a visit to the department to see how they do this. He also shared that every third Tuesday at 4pm Peninsula Community Health will do a presentation.

Moving Mason Forward Meeting – Herb Gerhardt shared information on the monthly Moving Mason Forward meeting. He recommended we attend. Meetings are held on the 3rd Thursday of each month from 12:30-2pm in the PUD Conference Room.

Estate Gift: We recently learned that the Tahuya Fire Department was written into a residents will who passed away in December. His wish was that this money goes towards the “Tahuya FD.” The Board via Resolution can direct the monies to the Tahuya Community. We do not have a dollar figure yet. We will update the Board as more info comes available.

Mental Health Resources: Information was distributed on an organization called Telecare (mobile help) and the Crisis Line 24hr. These agencies can provide assistance and resources to individuals.

Training Burn: Our training burn on January 20th was well attended by 5 different agencies. Chief Bakken was impressed with the work that Cpt. Reese and the crew on C Shift did to prepare. We have another burn coming up that is much smaller and will only involve members of the Authority due to its size and limited amount of rotations that can take place.

Senate Bill 6284: Chief Bakken provided information on SSB 6284 regarding forming a Fire Authority. It could have a large implication of our operations in the North Mason area.

2018 Assistance to Firefighters Grant Submission: We have partnered with Mason Co Fire Dist. 3 and have submitted a \$380k grant for SCBA’s. We won’t know for several months if we will receive this award.

Firefighter Injury: PM/FF Pinero sustained an injury to her thumb that required surgery. She will be unable to work for six weeks.

NEW BUSINESS:

Probationary Employee Swearing In Ceremony: Firefighter/Paramedics Dan Cox and Crystal Pinero will be sworn in on February 20th during next week’s commissioner meeting. We will hold the meeting at the North Mason School District Administration Building at 5pm.

OLD BUSINESS:

Retention Committee: At the meeting the group reviewed the survey results. Different on-going training opportunities were discussed including a DISC assessment and the book Crucial Conversations. We want to continue to move forward but will not be meeting as frequently. There was discussion on volunteer retention as well which will be addressed at a future meeting.

Sexual Harassment Policy Review and Update: Commissioner Quigley and Chief Bakken went thru the current policy at great lengths. The policy is very outdated and needs to be updated. Executive Assistant Patti is gathering sample policies to see what others are doing. We hope to have a draft to the board for review soon.

Joint Fire Chief's/Fire Commissioners Meeting: Commissioner McIntosh provided an update on the February 5th meeting. The following topics were discussed: DEM and Emergency Response Planning, Telecare and the Recruit academy.

Out of Authority Response Policies: Chief Bakken provided the following polices to the Board for review and discussion:

- Out of Authority Response Requests
- Out of Authority Response Authorized

We are seeking to give guidance to the crew. He provided background on why these policies were developed and added they will be discussed with the Leadership team.

Chaplain Program Policy: This policy outlines the response of our Chaplains. He asked that the Board please review.

Training/Utility/Transport Vehicle Purchase Request: AC Cooper provided a request summary to the Board from the Vehicle Spec Committee to purchase a mid-size truck from a Tacoma dealership. The asking price is \$14,700. The specifications were reviewed and discussed with the Board. Commissioner Severson requested we obtain a clean car facts report.

Commissioner Severson made a motion to purchase the vehicle provided it has a clean car facts report; Commissioner Kewish seconded the motion; Motion Approved.

Executive Session: The Board went into Executive Session at 6:08pm per RCW 42.30.110 (b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. No action will be taken. The Board came out of Executive Session at 6:23pm. No action was taken.

Negotiations: Chief Bakken reported we are not at a final stage yet and we don't have a proposal to present this evening so we will not need a Closed Session Request. Chief will meet with Commissioners Kewish and McIntosh to schedule a time to meet month.

Station 81: We are working thru the septic issues. He overviewed the difference phases of construction/remodel. He is waiting on the cost and wants to get moving on the project and present a project timeline to the Board and the public.

Public Comment: None

Good of the Order:

CAC Meeting in March: Commissioner Quigley provided an update about the March 12th CAC Meeting. She will likely be unable to attend. Commissioner McIntosh confirmed she will be there.

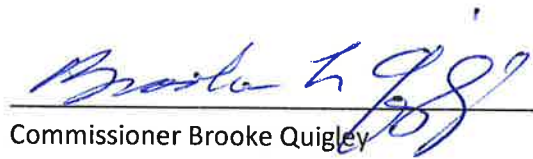
Commissioner McIntosh moved to adjourn; Motion approved. The meeting was adjourned at 6:30pm.



Authority Secretary Katie Patti



Commissioner Kelley McIntosh



Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson