

North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy

4/10/2018

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

Guests: Cpt. Jeromy Hicks

Meeting minutes from March 13th and 20th and were presented for approval.

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

Vouchers- Vouchers for the month of April #1804001 to #1804063 in the amount of \$111,909.25 were presented for approval. There will be a second batch presented at next week's meeting that will include payroll and any additional invoices that may come in between now and then.

Commissioner Kewish 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:

Station Security Update: Cpt. Hicks reported a contract was signed with the company Intelli Systems; they will be out this week to do a walk thru of Station 21 and 27. We will be doing the door security and window tinting. He anticipates this time next month we will have some systems in place to show the Board.

Department of Ecology: We were awarded a \$12,500 Department of Ecology Grant. Kudos was given to FF Anthony Rhead who did the work to get this grant for the Authority. We are appreciative of his work. This grant is for foam, clean up pads etc.

Opiate Stakeholder Meeting: Chief Bakken shared that the Stakeholder group is researching obtaining 1/10th of 1% monies for our area and they will be establishing Patient Coordination. Commissioner Quigley remarked on an article she read in the Kitsap Sun about a group that is involved with Opioid crisis. This would be beneficial to obtain and read.

Highway 3 Roundabout: Mason Transit will be building a transit center off of Log Yard Road. There are three options for traffic flow being discussed. Those options include a round-a-bout, traffic lights and turn lanes. The Authority has participated in meetings but has not taken a position on this topic. We will share additional details as they are released.

Training Burn: A training burn will occur on Saturday, May 19th on North Shore Road. This building is much smaller than the previous burn and therefore we will only involve individuals from the Authority.

Region 9 Spring Meeting: This event is coming up on April 14th and is being held in Grapeview at MCFD3's Station. Commissioners McIntosh, Kewish, and Quigley will be in attendance. Chief Bakken will be presenting on the opioid epidemic.

IMS Implementation: AC Cooper shared that ITAC Train the Trainer is taking place this weekend. The Captains and Chief will be in attendance.

NFA Command and Control Class: AC Cooper provided an update on the six day long class that took place last week. This course is typically offered at the National Fire Academy in Maryland and occasionally in settings like this. There were numerous agencies in attendance. He thanked those who helped cover for individuals who attended.

Sexual Harassment Policy: Chief Bakken reported work is still being done to update this policy. We are working to align the policy language in accordance with what our insurance group recommends.

Retention Committee: The group met after the Commissioner meeting last month. There was discussion on bringing volunteers into the conversation. AC Cooper spoke to the three Volunteer Captains who expressed interest in taking an active part in the discussions. Initially the Union paid for the entire study, Commissioner Severson recommended we pay for ½ the cost of the survey to be fair. He believes we are in a good place in the organization.

Commissioner Miller made a motion for the Authority to pay ½ the cost of the survey as presented; Commissioner Quigley seconded the motion. Motion approved.

Refurbishment of 2003 Medic Unit: We are seeking to refurbish one of our short box medic units. The work would include a re-chassis and box upgrade. AC Cooper thanked members of the vehicle spec committee (PM Cloud, FF Rhead and PM Fulkerson) for their hard work on this project. We are recommending we go out to bid to have the service completed.

Commissioner Kewish made a motion to go out to bid as presented; Commissioner Severson seconded the motion. Motion approved.

Commissioner McIntosh requested the Board receive an updated replacement schedule for vehicles.

Minitor IV (Radio Pager) Surplus Request: We are requesting formal surplus of several outdated and obsolete Minitor IV Pagers. A surplus list is attached for review. Chief Bakken reported there is a secondhand market for these pagers so we will see if we can recoup costs.

Commissioner Quigley made a Motion to formally declare the items surplus as presented; Commissioner Kewish seconded the motion. Motion Approved.

Target Solutions: The Board was taken thru a demo of the training platform we use called Target Solutions. The Board was assigned the Sexual Harassment training module to complete. There was

discussion on what could go on the site. Chief cautioned against putting things on the site so to avoid a public meeting.

Executive Assistant Pay: Chief Bakken made a request of the Board to set up a two person conversation committee with EA Patti to review her salary and come back with a recommendation to the board. He would like to have consistency with who participates in this discussion. There was discussion on creating a process that is consistent. Commissioner's McIntosh and Commissioner Kewish agreed to meet with EA Patti.

Collective Bargaining Agreement 2018-2020: Chief Bakken shared that the 2018-2020 Collective Bargaining Agreement has been ratified by members of Local 3876. The Board did not see a need to go into closed session. They recognized both Local President Hasbrook and Vice President Friese for their work with negotiations. Commissioner McIntosh requested the Board send a letter of thanks to both individuals.

Commissioner Severson made a motion to approve the CBA as presented; Commissioner Miller seconded the motion. Motion approved.

Public Comment: None

Good of the Order:

Mason County Fire Commissioners Association: Kelley reported she has stepped down as President and is fulfilling the role of Secretary/Treasurer. The position of President is open.

Volunteer James Nichols: He was hired as a Firefighter with Puget Sound Navy Region NW. Congratulations to him!

Commissioner McIntosh moved to adjourn; Commissioner Quigley seconded the motion. The meeting was adjourned at 6:30pm.

BOARD FOR VOLUNTEER FIREFIGHTER MEETING

Present: Commissioner McIntosh, AC Cooper, EA Patti, Volunteer Nichols
Retirement paperwork was presented for Volunteer Jan DeStephano

A motion was made by Volunteer Nichols to approve the retirement; AC Cooper seconded the motion. Motion approved.

With no further business the meeting was adjourned at 6:34pm.

Authority Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson