



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

14880 NE North Shore Rd, Tahuya

6/19/2018

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

Guests: None

ADMINISTRATION REPORT

2018 Safety Days: This was an incredible event – Chief shared it was the best one yet!!! We were fortunate to have a Fire Safety and Disaster Preparedness trailer from Port Ludlow Fire. Chief shared his experiences as he led kids thru this interactive station. He has approached Port Ludlow's Fire Chief about us purchasing or having the trailer on permanent loan. More to come.

Opiate Stakeholders Project: The next meeting is scheduled for July 11th at the North Mason SD Administration building. We are extending our outreach to all of Mason Co and have invited additional Public Health partners in Kitsap and Thurston Co's as well.

North Mason SD Emergency Planning: This is a monthly ongoing effort to dial in a finalized emergency preparedness plan. Cpt Hicks will go before the NM School Board this week to present on the planning that has taken place.

Social Media Public Safety Spots: Will Tygart – owner of Tygart Media will be helping us create a series of six public service safety spots for the Fire Authority. Items might include burn regulations, heart attack signs and symptoms etc. It takes our public service message out to members of our community.

Fire Investigation Tier II Training: Cpt. Hicks put on a great training for eleven individuals over the past two weekends. The training was for Fire Investigation Tier II.

DNR Fire Academy Training: This is a two week wildland academy that will prepare participants to respond to wildland fires.

ProPhoenix CAD/Database Training: There is administrator currently taking place in Shelton. We are working on a training implementation program for our staff as well. We don't have a timeline for when the switch will take place but we are moving in the right direction considering training is underway.

Target Solutions Training Platform: Chief Bakken asked if the Commissioners have had any issues with logging into the program. There were some issues but they have been resolved.

Capital Facilities Planning Update: Chief Bakken reported the Purchase and Sale has been sent and is in the sellers hands. We have not had any updates yet.

Sexual Harassment Policy Review and Update: Commissioner Quigley and Chief Bakken have been working on the policy revision. He thanked Commissioner Quigley for her extensive work on this project. We are creating some forms to go along with the policy. We hope to get this out for review and our goal is to have action on this policy at one of our July meetings.

NEW BUSINESS

2003 Medic Unit Re-Chassis Bid Review and Award –One bid was received by Braun Northwest Inc. for a rechassis of our 2003 Medic Unit. Chief Bakken made a recommendation to accept the bid as presented and award the bid to Braun Northwest Inc.

The Board requested Chief Bakken and Cooper obtain information on how much the chassis is going to cost the Fire Authority. Once they receive the information they will decide if they will award the bid. This will occur at one of the July Board Meetings.

Commissioner Quigley moved to accept the bid as written; Commissioner Kewish seconded the motion. Motion approved.

Collaborative Working Agreement with Mason Co Fire Dist. 3: Commissioner McIntosh and Chief Bakken had a request to meet from a Fire Dist. 3 Commissioner regarding the retirement of their Fire Chief within a two year timespan. They are looking for options for their Fire District and what they need to do once the Chief retires. There was great dialogue between their District and ours. Chief would like to put together a list of points that we can provide to Dist. 3. Both us and Dist. 3 will talk with their Boards and come up with a course of action. There was a discussion about collaboration and ideas moving forward.

Tahuya Fire Station Bid Request: Chief Bakken provided an update to the Board on the work that has occurred to date. The project will consist of a steel building and added on sub-projects which will help reduce the overall cost. We have undergone a pre-application process with Mason Co. He spoke about the setbacks and to fix the issue we ended up combining the lots (rural residential and commercial). Chief Bakken requested approval by the Board to go out to bid once the specs are completed. There was discussion on what the sub projects would entail and talk about bid laws etc.

Commissioner Kewish made motion to go out to bid as discussed; Commissioner Miller seconded the motion. Motion carried. Commissioner Severson abstained.

Financial Update: Chief Bakken reported we had a huge amount of timber revenue. Aside from that everything is on point. Chief Bakken spoke about the Fire Equipment line item. We have a grant request in for SCBA's however, we have not heard if the grant was approved yet. We have a dire need to get SCBA's as ours are ten years and older.

Public Comment: None

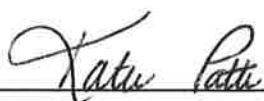
Good of the Order: Commissioner McIntosh reported Kurt Bennet has stepped up as Chairperson of the Mason Co Fire Commissioners group. They have decided to meet four times a year moving forward. They next meeting is scheduled for October 4th.

Commissioner Severson reported most of the Commissioners he spoke with at the Saturday Seminar in Chelan had not gone to the Mason CO Fire Commissioner meetings. He provided them with information, encouraging them to attend the meetings.

Commissioner Severson also attended a pre-conference seminar on Friday on Command Presence which he reported was very well put together. He ended up purchasing the program. The presenter offered to do a presentation at our agency for a reduced cost. Overall he enjoyed the networking that took place.

Burn Ban- Commissioner Miller asked about burn ban dates. Nothing yet, but we believe we will put one on the first week of July. Commissioner Quigley asked about firework bans – we do not have a fireworks ban in Mason Co. If one was to be enacted it must be vetted for an entire year prior to the start date.

Commissioner McIntosh moved to adjourn. 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