



Fire Chief Beau Bakken

MASON COUNTY FIRE DISTRICT 2

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Mason County Fire District 2

Meeting Minutes

August 13, 2013

Present: Commissioners Burrus, Blackwell, Hamilton, McIntosh, Quigley, Chief Bakken, Assistant Chief Cooper, and Executive Assistant Katie Patti.

The meeting was called to order at 5:03 pm.

Commissioner Burrus moved to approve the meeting minutes from July 9, 2013 and July 16, 2013; Commissioner Quigley seconded the motion. Motion carried.

In review of the vouchers for the month of August Commissioner Hamilton asked for clarification on Voucher #1308046 to Fire Command LLC in the amount of \$687.00. Assistant Chief Cooper clarified that this is to pay for Blue Card training. The second Voucher Commissioner Hamilton requested clarification on was Voucher #1308049 to Gig Harbor Fire & Medic in the amount of \$1,150.00. Chief Cooper indicated this was to pay for Crunch Time training put on by Gig Harbor Fire & Medic.

Commissioner Hamilton moved that Vouchers # 1308001 through # 1308106 in the amount of \$257,840.22 be approved as presented. Commissioner Burrus seconded the motion. Motion carried.

FINANCIAL REPORT:

Chief Bakken will review the Financials at next week's meeting.

ADMINISTRATION REPORT:

Informational -

The Tahuya Salmon Bake is coming up on Sunday the 18th. The time is from 12pm – 5pm. We will be there to represent our volunteer program and we will also distribute information on the RFA and handing out flyers on the SAFER Volunteer Program.

Taste of Hood Canal – Chief Bakken was there representing the North Mason Rotary and MCFD2. We do not have a total of what was brought in from the pancake breakfast or for the pulled pork - we sold out of all 170lbs of meat! It was a fantastic event and by far the busiest and most fun we have had.

The MCFD2 Newsletter will go out at the end of August. Articles include the RFA, Margie Benson's spouse and our partnership with the water district. We are currently in the editing process. Commissioner Quigley has offered to lend a hand with this.

SAFER Grant Update: Volunteer Coordinator Tina Miller will present to us at next week's meeting.

Eastern Washington Fire Update: Frank McDonald and Nick Keitzman split their time between two fires. They just returned on Monday. That will bring in about \$15,000. We are happy to have them back.

PPE Bid Update: The call for bids was placed in the Sunday newspaper. This will go before the board in September.

Old Business:

RFA Planning Distribution Plan: We are in information distribution mode now and until November 5th. The Tahuya community is well versed on the RFA but other areas are not as well versed. We are working on a plan to get the information out to the public. Tomorrow Chief Bakken will meet with Chief Chaffee to discuss the next steps.

Commissioner McIntosh inquired if they need to open a separate account for RFA monies? This is a good question. Chief Bakken indicated he planned on funding the campaign under our firefighters association. It will not come from the Tahuya Volunteer FF Association. They cannot directly fund the campaign as it is against financial guidelines.

Medic Unit Repair:

The chassis has been ordered. We expect at least 2 months until completion. We have also received the insurance recoveries.

Fire Engine Update:

Chief Cooper provided an update on the fire engine. He indicated we pick up the unit on September 10, 2013 in Spokane, WA. We anticipate the unit will be in service by the end of the year.

He indicated that there is an Open house at General Fire in Spokane on September 10th that they hope to show our new engine at. It would be available for pick up shortly after that.

MACECOM:

User Fees: We are in the process of developing the budget for MACECOM for the upcoming year. Last year the committee agreed to a five year plan that entailed having a set number of calls per agency and then every year the price will go up \$1 per call. Upon re-evaluation the committee has decided to enact a \$0.75 increase. The number of calls is set in the interlocal agreement and this must be done every single year. The total increase will be based on the number of calls in 2012. Of interest is the anticipated cell phone 911 monies have not been as abundant as expected. As we go through the audit process we

are ensuring we have reserves to meet our needs. There is the possibility of contracting services out with companies like Mason Transit.

Command Vehicle purchase: This will be tabled to a later date as we are still collecting data.

Standards of Coverage: Chief Bakken plans to put together a document prior to the RFA forms. This tells the community if you live in XX community you can anticipate the response times etc. Chief wants to take a snapshot and use this as a benchmarking tool to watch as we bring on more volunteers what is happening to our standards of coverage. The assumption is they would get better. Two – Three years following the formation of the RFA these statistics will enable us to look back at the accomplishments and strides we have made as well as the challenges we may or may not face.

The data will be presented before the Board of Commissioners at a future date.

2014 Budget Preparation:

Chief Bakken shared we will have to come up with 4 separate budget plans. Behind the scenes there is a lot of work going into the RFA. We need to be proactive rather than reactive. Right now we are anticipating we will be at a \$100k deficit. Then there will be a swing in the other direction where we will see a \$350k increase.

Commissioner Hamilton indicated it would be beneficial for Captain Jordan Reese, who is already documenting the RFA to also document the amount of work that is going to occur with the budget. Chief Bakken is in agreement and assured the group that this is a good idea. Commissioner Hamilton also believes we should also create a “Lessons Learned” for reference.

FD8 did not renew the EMS Levy so as to not confuse voters with the RFA vs. the EMS Levy. FD8 will meet Thursday night to get the final litigation legal paperwork signed.

Herb Gearhart commended the Commissioners for their due diligence in getting the measure to ballot.

Commissioner Quigley asked what would need to occur in regards to policies in place at both districts. She called the question on whether or not policies would need to be re-written and in place on January 1st. The way the plan is written, on January 1, 2014 both policies go into play. Many of the District 8 policies are in fact District 2 policies. We will have a review of policies as needed. The Governing Board cannot make modification until the RFA is formed.

Commissioner Burrus moved to adjourn the meeting at 5:59pm; Commissioner Blackwell seconded. Motion carried and meeting was adjourned.

BOARD OF VOLUNTEER FIREFIGHTER MEETING

Present: Kelley McIntosh, Shelby Blackwell, Scott Cooper

The meeting was called to order at 5:59pm

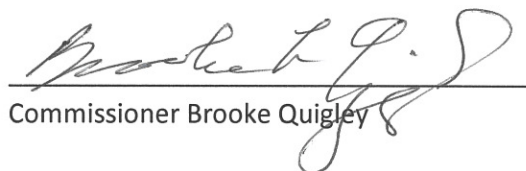
Shelby Blackwell moved to approve four volunteer physicals as presented; Scott Cooper seconded the motion. Motion approved.

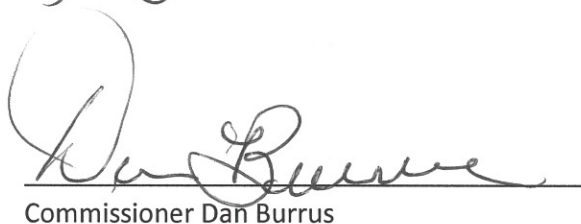
Shelby Blackwell moved to approve a medical bill for an x-ray and doctor visit; Scott Cooper seconded the motion. Motion approved.

Scott Cooper moved to approve a hospital bill for a drug screen. Shelby Blackwell seconded the motion. Motion approved.

Scott Cooper moved to adjourn the meeting; Shelby Blackwell seconded the motion. Motion approved and the meeting was adjourned at 6:01pm.


Commissioner Kelley McIntosh


Commissioner Brooke Quigley


Commissioner Dan Burrus

Commissioner Denny Hamilton


Commissioner Shelby Blackwell