



## North Mason Regional Fire Authority (NMRFA)

### Meeting Minutes

Tahuya Fire Station

8/19/2014

**Present:** Commissioners Kewish, McIntosh, Quigley, Voss-Petredis, Wampold; Fire Chief Bakken, District Secretary Patti

**Excused:** Asst. Chief Cooper

Commissioner Burrus arrived at 5:15pm. Commissioner Blackwell arrived at 5:30pm.

**Guests:** Gerald Hofstatter

The meeting was called to order at 5:03pm and opened with the Pledge of Allegiance.

### **FINANCIAL REPORT:**

Chief presented the financial report to the Commissioners stating we anticipate well over our budgeted revenue amount for our wild land deployments. All other financials are where we anticipated they would be. This is great news. We plan to transfer revenues from District's 2 and 8 to the RFA in accordance with the RFA Plan in September.

**Car Surplus Update:** We had originally planned to surplus the Ford Crown Vic at a price of \$750.00. We identified a buyer; however following the discovery of a wiring issue and the cost to the new owner to repair, we would like to lower the surplus figure to \$500.00. Chief is requesting a motion from the Board to lower the price.

**Commissioner Wampold moved to approve the surplus of the vehicle for the lower price of \$500.00; Commissioner Voss-Petredis seconded the motion. Motion approved.**

**MOU – Chief Bakken and Asst. Chief Cooper:** Chief presented the Commissioners with a MOU for both his and Asst. Chief Coopers Employment Contracts allowing for an increased amount of carryover of earned vacation hours. As the contract currently reads, they would only be allowed to retain at most 240 vacation hours. Chief Bakken would like the Board to review for further discussion at a later date.

The Commissioners engaged in discussion on the importance of staff being allowed to take vacation time. Adding it not only improves morale but adds a method for deterring and detecting fraud or theft. Commissioner Voss-Petredis asked how sick leave hours accrue. Chief Bakken reviewed the accrual policy with the Commissioners.

## **NEW BUSINESS**

**POLICY REVIEW:** Four policies were presented to the Commissioners for review and approval.

**Admin-17, Grievance:** Name change only.

**Admin-18, Hazardous Materials Response Cost Reimbursement:** Name change and an amendment to the last paragraph to insert the word “will” after EF Recovery as requested by Commissioner Quigley.

**Admin-19, Reporting Improper Governmental Action (Whistleblower):** Name change only.

**Admin-20, Incident Reports:** Name change only.

**Commissioner Wampold moved to approve the four policies as presented and amended;  
Commissioner Voss- Petredis seconded the motion. Motion approved.**

## **FIRE STATION & FACILITIES PRESENTATION**

Chief Bakken provided each Commissioner with a copy of the Fire Station & Facilities Detail Report. This report provides an overview on each of the Fire Stations within the Fire Authority. The intent of the content of the report is to provide a baseline of the current status of our facilities. Chief Bakken hopes this information will help guide future decision making and planning processes. With a majority of the Stations being over 30 years old, it is imperative that we establish and engage in a facility planning process. He did note that our employees do a great job in maintaining the facilities. He reviewed the report with the Commissioners noting different features of each station.

Commissioner Wampold had a question about why we show the Assessed valuations for each Station. Chief indicated these have to be done by law. We do not however pay taxes.

Commissioner McIntosh inquired what our timeframe should be to address these needs. Chief Bakken believes we have an excellent vehicle replacement program in place with that timeframe being three to five years. The first item that should be addressed is the Store. At this point we are uncertain what the future will hold for that facility. There have been many ideas shared, and all believe it is important to have a feasibility study conducted as well as community input.

With regards to community input, Commissioner Quigley recommended that options for the store need to be brought before the community and thru a process of elimination, if you will, verbally dismissing those options in an open forum for transparency reasons.

Chief Bakken would like to form a subcommittee of at most three members of the Board to work on the facilities planning process. He identified the top priorities: First, Identify a need; Second, Prioritize those needs; and finally, present the needs to the community. The subcommittee group should begin meeting shortly after the strategic planning process gets underway.

The following Commissioners agreed to be on the committee: Commissioners Voss-Petredis, McIntosh and Blackwell. Assistant Chief Cooper will be leading the staff work.

**Voucher Review and Approval:** A second batch of Vouchers for the month of August was presented for review and approval.

Commissioner Voss-Petredis asked for clarification on the amount we paid Tacoma Community College. Chief explained this tuition for Volunteer Nick Morgan who will be attending paramedic school.

**Commissioner Blackwell moved to approve Vouchers #1408001 to #1408088 in the amount of \$13,471.96 as presented; Commissioner Quigley seconded the motion. Motion carried.**

**Public Comment:**

**Gerald Hofstatter:** He suggested once we make a decision regarding the store it would be good to send a letter to the community to help maintain open communication and good will.

Mr. Hofstatter also asked for additional clarification regarding revenue we receive for wild land mobilization. Chief Bakken reviewed that we get paid whenever we send a person or vehicle.

Finally, he inquired how the CRT group is doing. Commissioner Voss-Petredis spoke about an accident that happened at her resort and she was so impressed with the number of CRT members that responded. Chief reported that on average three to four CRT members respond per incident.

**Good of the Order:**

Commissioner Quigley commended Chief Bakken and District Secretary Patti on the wonderful Facilities Report.

**Commissioner Wampold moved to adjourn the meeting; Commissioner Quigley seconded the motion. Motion carried and the meeting was adjourned at 6:10pm.**

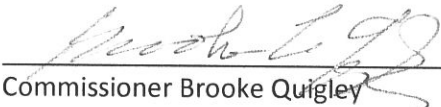
  
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District Secretary Katie Patti

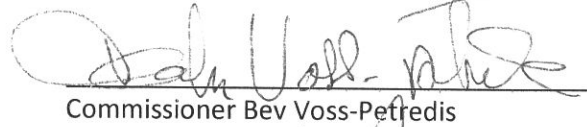
  
Commissioner Kelley McIntosh

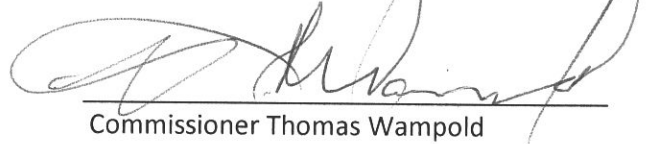
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Commissioner Dan Burrus

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Commissioner Shelby Blackwell

  
Commissioner Daniel Kewish

  
Commissioner Brooke Quigley

  
Commissioner Bev Voss-Petredis

  
Commissioner Thomas Wampold