



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy

1/12/2016

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

Guests: Herb Gerhardt

The meeting was called to order at 5:02pm and opened with the Pledge of Allegiance.

The meeting minutes December 8th, December 15th, and December 31st 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 January #1601001 to #1601095 in the amount of \$290,636.96 were presented for approval.

Commissioner Quigley inquired about the annual service contract fee paid to Bias Software. They are the software vendor that supports our financial and payroll programs.

Commissioner Quigley moved to approve the vouchers as presented; Commissioner Kewish seconded the motion. Motion approved.

FINANCIAL REPORT: We are awaiting our revenues from December which will allow us to close out our budget. As soon as we receive these numbers we will provide a report to the Commissioners.

ADMINISTRATION REPORT:

Fire Station Repair: Assistant Chief Cooper reported that Matzen Construction will begin work on the roof repair shortly.

Mason County EMT Class: We have one student in the Mason Co EMT class. Paramedic/FF Jess Fulkerson will also get his EMT Instructor renewed so he can teach class for us if needed.

FF/EMT Ryan Burke: Ryan Burke has accepted a lateral position with Central Pierce Fire and Rescue effective February 1st. Ryan came to us as a lateral in 2009 from Lacey Fire. This is a great opportunity for him and we wish him well.

Burke's departure creates a vacancy and we are excited to let you know that we have offered the position of entry level firefighter to Ryan Jones. He has been a Volunteer with us for 11 years. He currently works as a dispatcher at Cencom. He participated in the most recent testing process and was one of the top three candidates. Ryan will be on C shift beginning February 1st.

PM/FF Andrew Douglas: A year ago he sustained a shoulder injury while on shift. During his recovery took time off, returned to light duty and then back to shift. Unfortunately, his shoulder has started hurting recently. At the advice of his physician, he will undergo surgery and will be out for approximately 4-6 months. We will work with L&I utilizing their return to work program. In addition, we hope to have an agreement with the union in place soon. We wish Andrew a successful surgery and a speedy recovery.

Oath of Office: Commissioner Miller has already completed and submitted his oath. We still need to administer Commissioner Severson's oath. We plan to do that at next week's meeting.

2015 Call Volume: We closed out the year with 2,276 calls.

Commissioner Training: Both new Commissioners have completed their new commissioner orientation with Chief Bakken. Training included a background on the Authority, HIPAA and sexual harassment training and commissioner policy review.

OLD BUSINESS:

CAC Meeting Recap: Commissioner Quigley reported on the CAC meeting that was held January 11th. Discussions included the Tahuya Store with regards to the rules and regulations for having a community meeting area in a fire hall. The needs for the other areas of the Authority were discussed as well. The location for the CAC meetings was reviewed. Commissioner Quigley recommended the CAC continue to meet at Station 27.

NEW BUSINESS:

Tahuya Meeting Recap: Chief Bakken provided an update on the community meeting held January 5th at Station 81. Two items were accomplished including community support to demolish the store building and in its place to build a station. Many great ideas were shared with the conversation centered on disaster preparedness, community functions and public safety. We remain focused on the legal aspects of the building and what we are allowed to do under the umbrella of the law. Our largest concern is the budget. We are working with a \$1.5 million dollar budget and we feel we need every last dollar to build a "basic" station. We are invested in exploring building a station that can be expanded in the future. Commissioner McIntosh remarked she felt there was a lot of a great ideas and a consensus shared. Commissioner Quigley spoke about the Strategic Plan and identified that in the plan we have a Capital Facilities plan that includes more than just the Tahuya Station and we need to be cognizant of that moving forward.

Commissioner Miller arrived at 5:39pm.

Election of Officers/Committee Chairs: Commissioner McIntosh reported she currently holds the position of Board Chair and is happy to continue in that role. The position of Vice Chair, previously held by Bev Voss-Petredis is up for nomination.

Commissioner Quigley nominated Commissioner McIntosh to be Board Chair. Commissioner Kewish seconded the motion. Motion carried.

Commissioner Quigley nominated Dan Kewish to be Vice Chair; Commissioner Paul Severson seconded the motion. Motion carried.

Tahuya Store Demolition: Chief Bakken made a request of the Board for permission to go out to bid to demolish the Tahuya Store.

Commissioner McIntosh made a motion to go out to bid to demolish the store as presented; Commissioner Quigley seconded the motion. Motion carried.

MOU for Assistant Chief Cooper: Chief Bakken presented a MOU for the Boards review and approval to allow Assistant Chief Cooper to receive 80 hours of pay contributed to his Health Reimbursement Account in lieu of receiving the current 80 hours of personal leave.

Commissioner Kewish motioned to enter into the MOU as presented; Commissioner Severson seconded the motion. Motion carried.

Commissioner Miller asked whether we have had a use it or lose it accrual policy. Yes, if the Chief's do not use their 10 personal days they do not carry over. He shared the background on the vacation bank and leave mechanisms.

Board Recognition for B Shift: Chief Bakken spoke about three members of B shift - Paramedic Nick Morgan, Firefighter Jeff Yates, and Student Firefighter Lindsay Muller and the lifesaving actions that took place on December 12th when they respond to a seemingly minor respiratory distress call at the Urgent Care Clinic in Belfair. When the crew showed up they were shocked to find the Urgent Care Staff performing CPR. Nick, Jeff and Lindsay along with the Urgent Care staff worked seamlessly together to care for this patient and we are happy to announce that the patient has returned home and is expected to make a full recovery. Chief Bakken commended our staff and the Urgent Care Staff for this event and has prepared a letter to send to Harrison's CEO and requested that a letter be signed on behalf of the Board to our staff.

Good of the Order: With great sadness, Commissioner McIntosh announced the passing of Former Fire Chief Michael Greene. He passed away on January 8th. He was an Assistant Chief and then Fire Chief from 1991 – 2007 with us. C There will be a local memorial service in Tonasket next Saturday and one held in Belfair, date/time to be determined. He had such an influence on this department and will be missed. Stories were shared on the legacy he left.

Public Comment: Herb Gearhardt asked if there are grants available to help with the cost of the station build in Tahuya to help in the event of a disaster. Chief Bakken indicated there aren't grants to build a structure, but there are grants for equipment and supplies and he plans to look into this option.

Commissioner Quigley moved to adjourn; Commissioner Kewish seconded the motion. Motion carried. The meeting was adjourned at 6:29pm.

BOARD FOR VOLUNTEER FIREFIGHTERS

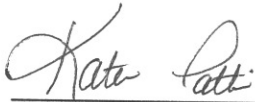
Present: Volunteer Chris Johnson, Assistant Chief Cooper, Commissioner McIntosh, Executive Assistant Patti

The meeting was called to order at 6:31pm.

A volunteer physical was presented for approval.

Assistant Chief Cooper made a motion to approve the physical as presented; Chris Johnson seconded the motion. Motion carried.

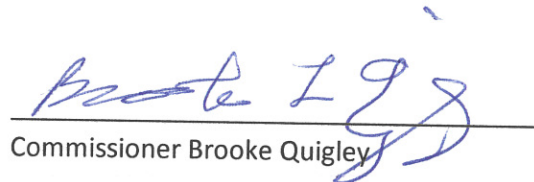
The meeting was adjourned at 6:31pm.



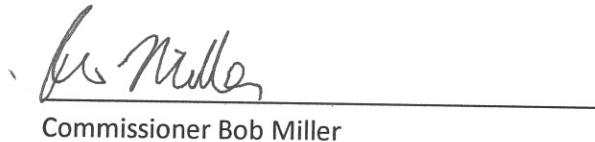
Authority Secretary Katie Patti



Commissioner Kelley McIntosh



Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson