



## North Mason Regional Fire Authority (NMRFA)

### Meeting Minutes

460 NE Old Belfair Hwy

10/11/2016

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

**Guests:** Capt. Jeromy Hicks

**Meeting Minutes:** The meeting from September 13<sup>th</sup> and 20<sup>th</sup> 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 October #1610001 to #1610089 in the amount of \$257,747.46 were presented for approval.

Commissioner Miller inquired about the Kitsap Muffler charge and the details of the purchase.

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

**FINANCIAL REPORT:** Chief Bakken will provide a full financial update at next month's meeting.

#### **ADMINISTRATIVE:**

**Administrative Assistant/Volunteer Coordinator:** We are thrilled to have Angie McCormick on board. She is doing a fantastic job and is acclimating well.

**Station 27 Kitchen Remodel:** We are moving forward with the bid process as discussed at the last meeting. Chief Bakken and AC Cooper are doing the final review on the scope of work. We expect the packet to be completed soon for Board approval.

**Old Belfair Highway Speed Limit:** The Fire Authority was unable to have a member in attendance at the County meeting to address the speed limit reduction on Old Belfair Highway. We were informed that the Mason County Commissioners voted in favor of reducing the speed limit on Old Belfair Highway from 45mph to 35mph.

**MACECOM Strategic Planning Process:** Chief Bakken reported we are assisting MACECOM with their Strategic Plan on October 27<sup>th</sup>. The plan is expected to take 9 months to complete.

Commissioner McIntosh inquired if the phone system change at MACECOM has impacted our operations. Chief Bakken indicated it did not.

Chief Bakken reported that MACECOM received an anonymous whistle blower complaint for lack of radio coverage throughout all of Mason Co. We know this situation is not unique to Mason Co. as other Counties report similar challenges. An investigation was completed and a recommendation made for them to create a policy that provides direction in the event of a lack of radio coverage.

## **NEW BUSINESS**

**Fuel System Update:** Chief Bakken provided an update on the fuel system and what we are doing to strengthen the controls. He reported we are going to a 2 card fueling system. Each vehicle will have a card and it will need to go with a corresponding individual's fuel card. Daily checks are being made ensuring the fuel cards are in place and in the event a card is missing, Asst. Chief Cooper will investigate and the missing card will be deemed inactive and taken out of service. Each card will have an indicator that states which vehicle it is going to be on.

The investigation of former employee Matt Doran is underway. The case was recently referred to the Prosecutors office. Because the theft occurred in different jurisdictions, multiple agencies will be involved in the case. The WA State Auditor's Office has also received our documentation and is reviewing the information.

**2017 Budget Draft:** Commissioners received a copy of the Budget Draft (attached). If the Board agrees, we would like to hold the Budget Hearing just before our first Board meeting in November on the 8<sup>th</sup> at 5:00pm. Chief Bakken reviewed the draft with the Board.

Commissioner McIntosh inquired about the ambulance billing amounts shown in the budget. Chief Bakken explained this has to do with Medicare and the Affordable Care Act and provided an overview of the billing process. Commissioner McIntosh inquired about GEMT (Medicaid ground emergency medical transportation) and what it means for us. All agreed, more information is needed on this topic. Commissioner Quigley added she appreciated the additional year's data included on the draft budget.

**Commissioner Quigley moved to hold the 2017 Budget Hearing on November 8 as presented; Commissioner Miller seconded the motion. Motion carried.**

**New Pass down System:** Following a staff survey on the effectiveness of communication, we have begun using a web-based system called Samepage to aid and promote effective communication between shifts and amongst all levels in Fire Authority. Chief Bakken provided a demonstration to the Board and remarked it has been well-received by all members of the Fire Authority.

**Executive Session:** The Board of Commissioners went in to executive session at 6:15pm Per RCW 42.30.110(f). No action will be taken.

**Present:** Commissioner McIntosh, Quigley, Kewish, Chief Bakken, Assistant Chief Cooper, Executive Assistant Patti.

The Commissioners came out of Executive Session at 6:30pm. No action was taken.

**Public Comment:** None

**Good of the Order:** None

**Commissioner Quigley moved to adjourn; Commissioner McIntosh seconded the motion. Motion carried. The meeting was adjourned at 6:40pm.**

#### **BOARD FOR VOLUNTEER FIREFIGHTERS**

**Present:** Chief Bakken, AC Cooper, Volunteer Dani Willey, Executive Assistant Patti

Several volunteer physicals were presented for review and approval.

**Assistant Chief Cooper made a motion to approve the physicals as presented; Volunteer Willey seconded the motion; Motion carried.**

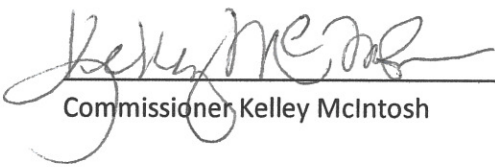
Retirement papers for former volunteer Steven Olsen was presented for review and approval.

**Assistant Chief Cooper made a motion to approve the retirement as presented; Volunteer Willey seconded the motion; Motion carried.**

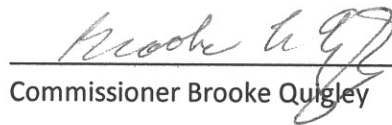
With no further business the meeting was adjourned at 6:43pm.



Authority Secretary Katie Patti



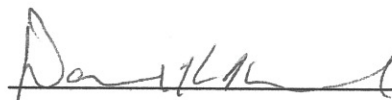
Commissioner Kelley McIntosh



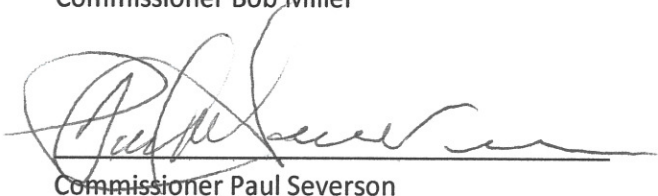
Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson