



**North Mason Regional Fire Authority (NMRFA)**

**Meeting Minutes**

**460 NE Old Belfair Hwy**

**10/13/2015**

**Present:** Commissioners Kewish, McIntosh, Quigley, Voss-Petredis, Wampold via. Conference call; Chief Bakken, Assistant Chief Cooper, Executive Assistant Patti

**Excused:** None

**Guests:** Herb Gerhardt, Tina Miller- Volunteer Coordinator, Jeromy Hicks – Cpt.

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

The meeting minutes from September 8<sup>th</sup> and September 15<sup>th</sup> were presented for approval.

**Commissioner Quigley moved to approve the meeting minutes as presented. Commissioner Voss - Petredis seconded the motion. Motion approved.**

**Vouchers-** Vouchers for the month of October #151001 to #1510095 in the amount of \$269,638.48 were presented for approval. There were no questions.

**Commissioner Voss Petredis moved to approve the vouchers as presented; Commissioner Quigley seconded the motion. Motion approved.**

**FINANCIAL REPORT:** Chief Bakken reported we have not received our revenue figures from the county. We hope to have those soon and will provide a report at that time.

**ADMINISTRATION REPORT:**

**AmeriCorps Program:** The program start date is October 16<sup>th</sup>. Our focus will be on bike and water safety. Dani Willey who is a volunteer with us has been hired for the position. We will partner with the schools to provide this education at an assembly and we plan on bringing these items to our annual Safety Day event. Dani is creating the entire curriculum and is working hand in hand with the schools. We are exploring partnering with the hospital district for funding of bike helmets for every child in the area. For the water safety component, we are researching starting back up our life jacket loaner program that was in effect years ago. Commissioner McIntosh inquired about the partnerships we hope to make in these projects and emphasized the importance of water safety with so many bodies of water in our area.

**Education Service District (ESD):** Jeromy Hicks attended a meeting at the ESD. He was asked to help review their threat assessment tool for its effectiveness. North Mason's superintendent was in attendance. We will be working on emergency planning and active shooter tools in the upcoming months to develop instructions on what to do in the event of an emergency.

Chief Bakken spoke about the new high school structure and the complex security and safety technology that they built. We will be working on a “train the trainer” program so our staff has the ability to get into the high school and review the structure and security in place.

**20 Under 40 Award:** Captain Jeromy Hicks is a recipient of the 20 Under 40 Award. We are very proud of his accomplishment and extend our congratulations to him on this achievement. If you are interested in attending the event on the 4<sup>th</sup> at the Admiral Theater, please contact Executive Assistant Patti.

**Joint Commissioner/Chief Meeting, Oct. 28<sup>th</sup> at the Civic Center:** The main topic up for discussion is the collaboration of fire agencies in Mason County can work together on a county wide scale. Commissioner McIntosh invited Jeromy Hicks to attend the meeting to share his expertise working with various agencies.

**Wildland Reimbursement:** We will be putting in for a \$72k reimbursement for wildland deployments. Cpt. Cleveland and Executive Assistant Patti are working together to submit these reimbursements. We are looking at reinvesting those monies to get a slide in type brush truck. Assistant Chief Cooper also noted that Joel Brose, former Resident, will be returning to his position with us in November after he finishes up as a hot shot.

**Tahuya Store:** Chief Cooper reported we have received four estimates to remove asbestos at the store. Assistant Chief Cooper’s recommendation is to have KCB complete the work. Commissioner Quigley inquired if the vendors have insurance. It was confirmed that they do have their own insurance and we do a full investigation on companies we select.

**Commissioner Quigley made a motion to approve the contract from KCB for the removal of asbestos of work as present; Commissioner Voss-Petredis seconded the motion. Motion carried.**

**Surplus Items:** There are several items left in the former store that still need to be marked for surpluses. The items include: walk in freezer, heat pump, furnace and wood stove.

**Commissioner Voss-Petredis made a motion to surplus the items mentioned above; Commissioner Quigley seconded the motion. Motion approved.**

**WA State Auditor:** The Auditor will be here on October 26<sup>th</sup>. We will be doing a close out of D2 and the new NMRFA. We don’t anticipate any issues. We believe our auditor will be here for approximately 2 weeks.

**Policy approval:** Chief Bakken presented a new policy Admin-39 Small and Attractive Assets for review and approval.

**Commissioner Voss-Petredis moved to accept the policy as presented; Commissioner Kewish seconded the motion. Motion carried.**

**Strategic Planning Process:** Chief Bakken provided a PowerPoint on the Strategic Plan. This was reviewed with the Captain’s at their meeting. He presented our new condensed mission statement. “We

*Safeguard North Mason Communities*". The presentation touched on the plan including the values, four strategic goals and their objectives for 2015-2020. He asked for the Commissioners to adopt the Strategic Plan for 2015-2020.

Commissioner McIntosh spoke about how great the plan is and its communication to the citizens. It is a snapshot of where we are going. Chief will be working with the Captains on the implementation matrix. This will be used as a performance review tool.

**Commissioner Voss-Petredis** made a motion to adopt the 2015-2020 Strategic Plan as presented; Commissioner McIntosh seconded the motion. Motion approved.

**Good of the Order:** Executive Assistant Patti will be out of the office. Former Executive Assistant Nikki Madsen will be coming in to volunteer to mail out bills in her absence.

**Good of the Order:**

**CAC Meeting:** Commissioner Quigley reported on the meeting held last night. She shared it is undecided if there will be a meeting in December. She will keep us updated on the final decision.

**Station 21 Tree Repair:** Assistant Chief Cooper reported work is in progress to repair the damage from the tree hitting the station.

**Commissioner McIntosh moved to adjourn; Commissioner Wampold seconded the motion. Motion carried. The meeting was adjourned at 5:59pm.**

## **BOARD FOR VOLUNTEER FIREFIGHTERS**

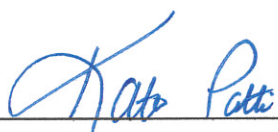
**Present:** Commissioner McIntosh, Assistant Chief Cooper, Volunteer Lindsey Muller, Executive Assistant Patti

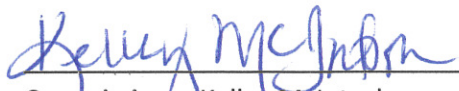
Commissioner McIntosh called the meeting to order at 6:00pm.

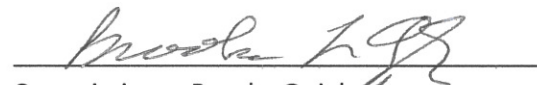
A volunteer physical was presented for approval and payment.


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

**With no further business the meeting was adjourned at 6:01pm.**

  
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Authority Secretary Katie Patti

  
Commissioner Kelley McIntosh

  
Commissioner Brooke Quigley

  
Commissioner Bev Voss-Petredis

  
Commissioner Daniel Kewish

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Commissioner Thomas Wampold