



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Station 81, Tahuya

10/21/2014

Present: Commissioners McIntosh via conference call, Kewish, Quigley, Voss-Petredis, Wampold via conference call; Fire Chief Bakken, Asst. Chief Cooper, District Secretary Patti, District 2 Commissioner Paul Severson

Guests: None

Excused: Commissioner Burrus

The meeting was called to order at 5:00pm and opened with the Pledge of Allegiance.

FINANCIAL REPORT:

Chief Bakken provided an update on the budget. Items highlighted include DNR monies that we have brought in to date that were more than anticipated. In November we will see the first tax collections from the County which will give us a good view of revenues. Expenditures are at 76% of the budget with an anticipated carryover of about \$200k.

Chief Bakken reported there are monies from District 2 and District 8 that should be transferred to the RFA. He requested the commissioners make a motion to complete the transfer.

Motion made by Commissioner Voss-Petredis directing District Secretary Patti to transfer funds from District's 2 and 8 to the RFA; Commissioner Quigley seconded the motion. Motion carried.

ADMINISTRATION REPORT:

Strategic Planning: The open house is scheduled for Monday, November 10th at the Theler Center from 6:00pm 8:00pm. An electronic invite went out to members of the community, the CAC group and the RFA distribution group. If there is anyone that has been missed please let Chief know so we can extend them an invitation.

Commissioner Voss-Petredis inquired how the planning process was going. Chief reported it has been very productive and well received by staff. Commissioner Kewish asked how the volunteer session went with the consultants. Chief Bakken was told that the meeting went well and had a large number of volunteers in attendance. It will be about 1 ½ month until we have a draft of the Strategic Plan available.

Surplus Items:

The following bids have been received for items that are listed as surplus as indicated in Resolution # 14-16.

Lot 10920: Light Bars: One bid was received from an A. Gigorenko in the amount of \$40.00. No other bids were received for this lot.

Lot 10934: Gas Powered Engines: One bid was received from Brinnon Fire Department in the amount of \$500.00. No other bids were received for this lot.

Motion made by Commissioner Blackwell to accept the two bids as submitted; Commissioner McIntosh seconded the motion. Motion approved.

Chief Cooper reported that items will remain on Craig's List. If items remain, we will hold a community garage sale.

Store Property Update: We are moving forward with the plan to obtain input from the community on the future of the store. Chief Bakken suggested that members of the Board meet to set goals and outcomes to help guide the process, ensuring that we are all on the same page. Chief requested the Board conduct a workshop in the first part of November to set those goals and outcomes.

Commissioner McIntosh agreed with the recommendation for a workshop. She also added that it will be helpful to know what our options are.

Several dates were discussed for a workshop. District Secretary Patti will review proposed dates and from those set a firm date.

Policy Review:

There were three policies that were scheduled to be reviewed at the meeting. Several Commissioners requested more time to review the policies therefore; we would like to table this item to November's meeting.

Commissioner Quigley moved that we table policy review to next month's meeting; Commissioner Blackwell seconded the motion. Motion carried.

Tahuya Community Club: Chief met with Bob Newbill who is soon to be President of the Tahuya Community Club (TCC). The TCC holds meetings at the Station Fire Hall and pay \$50 annually. This arrangement has been in effect for a long time, however due to the number of meetings held does this amount cover the costs incurred by the Fire Authority. From an auditing standpoint we want to ensure we are operating within the parameters of the law and will be reviewing this agreement. He emphasized that we do want to continue to partner with the TCC and be good neighbors. We are seeking an arrangement that works for both sides.

Commissioner Wampold suggested we detail out the actual costs that we are paying for the TCC use of the facilities. Chief indicated we are currently working on this. Commissioner Quigley questioned if we should enact a policy or agreement by the end of the year or the start of next year. Commissioner Voss-Petredis believes it is important to ensure we are treating everyone equal.

NEW BUSINESS:

Draft Budget 2015: Chief Bakken reviewed the 2015 Budget Draft (*attached*) with the Commissioners.
Revenues: We have hit the four-million mark for revenues. Fire and EMS tax levies account for 75% of

these revenues. The next largest item is ambulance fees. He asked the Commissioners to keep an eye on the start of the year balance figure of \$200,000 and ensure we do not use this for fixed costs. Commissioner Voss-Petredis spoke about her personal property taxes. She expressed concern over the increase next year in part due to the school bond and the levy. There were no other questions or comments on revenue.

Expenditures: Chief reviewed the expenses and reported there have been moderate increases in salaries and healthcare. The Equipment and Facilities Fund line item saw the most change. These line items could provide the funding and flexibility if need be with the store property, for example. The bottom line is we must ensure our expenses make good financial sense.

Commissioner Severson inquired about the Professional Services line item. The budgeted amount accounts for the Strategic Planning Consultant fee for BERK and the WA State Auditor fees for our audit next year.

Commissioner Blackwell asked about the changes to Chief Cooper's line item. Chief hopes to tackle 2 projects. One is the exhaust system for Sta 81 which will cost approximately \$30-\$35k. The second; is to add a workout facility at Station 27.

Chief Bakken will prepare the budget and information that will be presented at the November 13th Commissioner meeting. The budget information will also be distributed via email and on the RFA website.

Safety Committee: This committee has been reestablished and has a \$7k budget that the committee can use to correct safety concerns.

Closed Session: The Board of Commissioners went into Closed Session at 6:25pm, in order to review collective bargaining with IAFF Local 3876. Reference RCW 42.30.140 (4) (a).

The closed session was adjourned at 6:38pm.

Ebola Update: There are Ebola preparedness binders at each Station. Our focus has been on education. Commissioner Quigley commented that she had seen the binders and they were very well done..

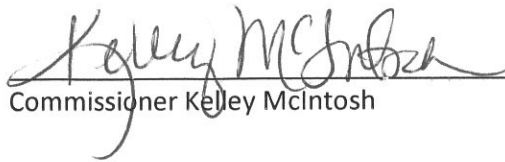
Public Comment: None

Good of the Order: Nothing

Commissioner Blackwell moved to adjourn the meeting; Commissioner Voss-Petredis seconded the motion. Motion carried and the meeting was adjourned at 6:42pm.



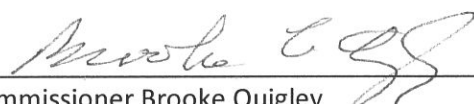
District Secretary Katie Patti

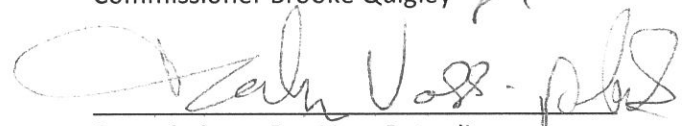

Commissioner Kelley McIntosh

Commissioner Dan Burrus

Commissioner Shelby Blackwell


Commissioner Daniel Kewish


Commissioner Brooke Quigley


Commissioner Bev Voss-Petredis

Commissioner Thomas Wampold