



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy

11/10/2015

Present: Commissioners Kewish, McIntosh, Quigley, Voss-Petredis, Wampold via phone; Assistant Chief Cooper, Executive Assistant Patti

Excused: Chief Bakken

Guests: Herb Gerhardt, Josh Hasbrook FF – Local President, Student FF Dominic Battaglia

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

The meeting minutes from October 13th and October 20th 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 November #1511001 to #1511122 in the amount of \$324,767.86 were presented for approval.

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

FINANCIAL REPORT: The November financials have been received and an update will be provided to Commissioners next week.

ADMINISTRATION REPORT:

Fire Station Repair: Asst. Chief Cooper requested approval to go to bid for repairs of the interior and exterior damage caused by the tree that fell on Station 21. The amount our insurance believes it will cost to repair is upwards of \$40k.

Motion was made by Commissioner Voss-Petredis to go out to bid to repair the damage done to Station 21; Commissioner Kewish seconded. Motion carried.

Vehicle Accident: The Command Car (Car 5), driven by Volunteer Micah Coolidge was involved in a non-injury collision accident on October 23rd. We will review our policies on driving following this accident to ensure they include procedure for new drivers like Micah who had recently gotten his license. Luckily no one was injured. The estimated damage to the other person's vehicle is \$3,000.

Strategic Plan Implementation Update: Plan implementation has begun. We have held information sessions with the Captains and each shift. In the upcoming months we will meet with administrative staff and volunteers. For the first task, Chief Bakken has asked that the Captains come up with a list of

programs to review. Commissioner McIntosh is glad we are doing this and stressed the importance of ensuring we are in compliance.

Community Newsletter Release: Captain Jeromy Hicks reported the newsletter is finished completed and will be sent to the printers. Our deadline was to get it distributed mid-November which we will be able to meet.

Santa Sleigh: This is an annual event where we visit neighborhoods in our area with Santa, spreading holiday cheer as well as handing out smoke detectors, public information and candy canes. This event covers nearly all 12,500+ residents and is one of the biggest public education events of the year. If you'd like to volunteer to help there are signup sheets on the bulletin board at Station 21. The schedule is as follows:

12/11: 4pm -7pm, Tahuya River Valley & Collins Lake
12/12: 2pm, Trails End Lake, 4pm - 7pm, Twanoh Falls
12/18: 4pm - 5pm, Cedar Street, 5pm - 7pm Riverhill
12/19: 4pm - 7pm, Lynch & Beards Cove
12/20: 5pm - 7pm, Fire Station 21 - Old Belfair Highway

New Student Firefighters and Volunteers: Commissioner McIntosh remarked when new Student Firefighters start it would be great if the Board could get a short bio and photo on each individual.

New Fire Commissioners: We will be welcoming Paul Severson who was an appointed Commissioner with former Fire District #2 and Bob Miller, who we have not met. We will be inviting both to our December meetings.

Lenny Ugaitafa Academy Graduation: New Paramedic/FF Lenny Ugaitafa is set to graduate from the Bates Fire Academy. The ceremony is being held at 7pm on Thursday the 12th at Bates in Tacoma.

Jeromy Hicks Award: Assistant Chief Cooper and Commissioner Quigley provided a brief update on the 20 Under 40 Event where Jeromy Hicks was a reward recipient. A great time was had by all.

NEW BUSINESS:

2016 Budget Adoption

Assistant Chief Cooper presented Resolution 15-01 for review and approval. This Resolution references the Fire Authorities Budget for 2016. Commissioner McIntosh read the resolution aloud. The reported revenue and expenses have been set at \$7,099,213.22.

Resolution 15-01: Adoption of the 2016 Budget for the North Mason Regional Fire Authority

Commissioner Quigley moved to adopt Resolution 15-01 as presented; Commissioner Voss-Petredis seconded the motion. Motion carried.

Fire Commissioner meeting: Commissioner McIntosh provided an update from the Joint meeting held at the end of October. The meeting focused on how Mason County agencies can work together effectively.

The discussion focused on public education. Commissioner McIntosh is working with MACECOM dispatcher Cathy Field to create a county wide public education program. The second half of the meeting Dr. Hoffman came and spoke about the Community Paramedicine Program. Commissioner McIntosh is a guest speaker at the Shelton Chamber meeting to discuss challenges in the fire service. Commissioner Quigley added she felt the meeting went well. She was pleased to see Jeromy Hicks in attendance discussing public education. She also referenced the annual conference where Community Health program components and several working models were discussed.

Region 9 Workshop: A workshop has been tentatively scheduled for April, 2016. The primary focus will be on the community paramedicine program.

WA State Audit Update: Executive Assistant Patti provided an update on the State Audit for Mason County Fire Dist. #2 and the North Mason RFA. It is going well and she anticipates it will wrap up mid next week. The Exit Conference is scheduled for November 23rd at 4:30pm at Station 21. Please let Executive Assistant Patti know if you are interested in attending.

Former Store Building: Assistant Chief Cooper reported the abatement has been completed. The question was posed as to whether we should begin the bid process to demolish the store or hold another public meeting. Commissioner McIntosh recommended we hold a meeting to ensure the public is on board and involved in the planning process. Commissioner Voss-Petredis inquired about the wooden support beams and if we plan on reusing them in the new station design. If re-using the beams saves us money or doesn't cost extra in the project we would be in favor of doing so. A date for a store meeting was discussed with an option to hold a meeting in January with the demolition commencing in February/March.

Fire Station 81 Architect RFQ: We have received four RFA's from the following architecture firms: Coates Architects, Rice Fergus Miller, TCA Architects, and Erickson-McGovern. We would like to have a two person interview team to meet with the firms and make a recommendation to the Board. The following Commissioners are interested in being on the interview team: Commissioner McIntosh and Commissioner Kewish. Commissioner Quigley offered to be available as a back-up member.

Good of the Order: We were saddened to hear that one of our long time volunteers was admitted to the ICU. He and his family are in our thoughts and we wish him a speedy recovery.

Public Comment: None

Commissioner Voss-Petredis moved to adjourn; Commissioner Kewish seconded the motion. Motion carried. The meeting was adjourned at 6:11pm.

BOARD FOR VOLUNTEER FIREFIGHTERS

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

The meeting was called to order at 6:12pm.

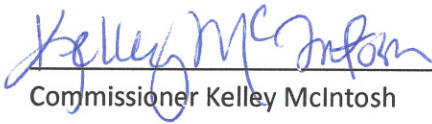
One Volunteer physical was presented for review and approval for payment.

**Assistant Chief Cooper moved to approve the physical; Volunteer Muller seconded the motion.
Motion carried.**

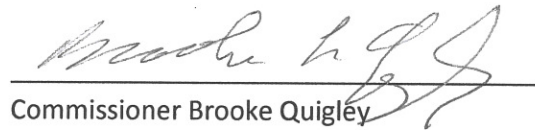
With no additional business the meeting was adjourned at 6:14pm.



Authority Secretary Katie Patti



Commissioner Kelley McIntosh



Commissioner Brooke Quigley



Commissioner Bev Voss-Petredis



Commissioner Daniel Kewish



Commissioner Thomas Wampold