

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
Tahuya Fire Station
5/20/2014

Present: Commissioners Burrus, Kewish, McIntosh, Quigley, Voss-Petredis, Wampold; Fire Chief Bakken, Assistant Chief Cooper, District Secretary Patti

Absent: Commissioner Blackwell

Guest: Volunteer Sue Remmele

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

FINANCIAL REPORT

Chief Bakken passed out the Budget Summary to all present and reviewed the transfer of funds. He explained this is a snapshot of all three entities (RFA, D2 and D8). He reported we took in about 38k in timber tax monies. Expenditures year to date we are just under our overall budget. He reminded the Commissioners that of this amount there are Grant expenditures that have yet to be reimbursed that include SAFER and the PPE gear. We are doing fantastic with regards to the budget.

We have a little over \$2 million in the bank. We would like to invest another \$0.7 million in the WA State Investment Pool. Chief Bakken asked for direction from the Board to transfer monies from D2 and D8 into the RFA.

Commissioner McIntosh directed Chief Bakken to make the transfer of funds from District 2 and District 8 as presented. None opposed.

ADMINISTRATION REPORT

Strategic Planning Proposal: Chief Bakken reviewed the Memo from the Strategic Planning Committee and their recommendation to award the contract to BERK Consulting of Seattle to provide facilitation and consultation services.

In reviewing the proposal from BERK Consulting Commissioner Voss-Petredis asked for detail on the \$4k for travel costs for the consultants. This seemed very high and upon negotiation 75% of these costs were reduced. The new figure for travel costs is \$1,000.00. Chief Bakken thanks Commissioner Voss-Petredis for bringing that to his attention.

Commissioner Wampold asked what the RFA is hoping to accomplish with the Strategic Plan. Chief Bakken spoke about the benefits of having a road map tool that will assist us to get where we want to go and the impact we wish to make in the community. He further explained the value in a Strategic Plan is being able to use it as a tool.

Commissioner McIntosh appreciated the view that BERK took in the Strategic Plan samples they presented. There is something to be said for a company that is not an “expert” in the Fire Service that has a level of neutrality. The cost for BERK to complete our plan is \$27,000.00.

Based upon review of the materials and proposals provided by BERK Consulting and ESCI, Chief Bakken on behalf of the Strategic Planning Committee, made the recommendation that Board award the Strategic planning process to BERK Consulting.

Additional discussion occurred around the Strategic Plan process ensued.

Commissioner Wampold expressed his concerns with the cost. He believes our staff along with the Board is capable to create a Strategic Plan without the use of consultant’s. Commissioner Kewish feels that BERK is the best company for us to create this project. Commissioner McIntosh spoke about the intangibles in the leadership aspect as the RFA grows and morphs in five to ten years. Commissioner Quigley spoke about the importance of having CAC input in the plan. Chief Bakken feels the work former Commissioner Denny Hamilton did will be beneficial in creating a starting point in this process. He plans to share that with BERK.

Commissioner Burrus moved to award the Strategic Planning Process to BERK Consulting; Commissioner Voss-Petredis seconded the motion. Motion carried.

NEW BUSINESS:

POLICY REVIEW: Four policies were presented to the Commissioners for review and adoption.

Definitions – Admin-10: Name change only.

Developing or Revising Policies - Admin-11: Name change only.

Disciplinary Action - Admin-12: Name change and slight formatting of the levels of discipline.

Commissioner Quigley has reservation about the discipline around the intoxication. She feels the punishment does not fit the crime. Commissioner McIntosh indicated many times a person who has violated this sort of policy must be offered help seek treatment, counseling.

Commissioner Wampold moved to adopt the following policies as amended: Admin-10, Admin-11 and Admin-12; Commissioner Burrus seconded the motion. Motion carried.

Disposal of Surplus, Real and Personal Property – Admin-13: Name change, policy amendment to add that items deemed unusable, of no value or are surplus may not be removed without declaration of the Board, procedure for items that are declared as unusable or surplus.

Surplus Proposal: Discussion about the surplus property policy and the process.

Commissioner Burrus moved to adopt Admin-13 as amended; Commissioner Wampold seconded the motion; motion carried.

Tahuya Store Walk Through: In preparation for store walk through, Chief Bakken reported the meeting will remain in session so we can talk about what is in the store. We will not be making any decisions on the equipment tonight. The purpose of the walk through will be to get an idea of what is being stored there. He noted that everything in the building has been inventoried. At a future meeting we will address the items to see what will be useable and what can be marked as surplus.

Chief Bakken indicated the store repair will take place on Tuesday and Wednesday of next week. The Commissioners completed the walk through of the store.


Good of the Order: None

Public Comment: None

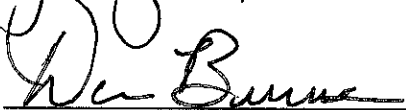
Commissioner Burrus moved to adjourn the meeting; Commissioner Wampold seconded the motion. The meeting was adjourned at 6:45pm.



District Secretary Katie Patti



Commissioner Kelley McIntosh



Commissioner Dan Burrus

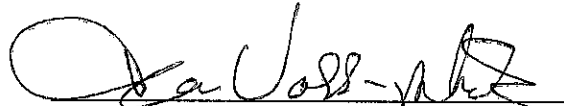
Commissioner Shelby Blackwell



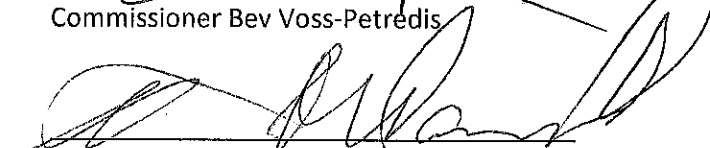
Commissioner Daniel Kewish



Commissioner Brooke Quigley



Commissioner Bev Voss-Petredis



Commissioner Thomas Wampold