



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

**Meeting Minutes**

**460 NE Old Belfair Hwy**

**6/14/2016**

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

**Excused:** Asst. Chief Cooper

**Guests:** Herb Gerhardt, Captain Jeromy Hicks

The meeting minutes from May 10<sup>th</sup> and 17<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 June #1606001 to #1606086 in the amount of \$285,767.31 were presented for approval.

Commissioner Quigley had a question about the invoice to Mason Co Fire Chiefs in the amount of \$5,900.00. Chief Bakken explained this is for firefighter training and these students are part of the SAFER Grant and we will receive reimbursement from the grant.

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

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

**ADMINISTRATION REPORT:**

**Safety Days – Belfair and Sand Hill Elementary:** Today we held Safety Days at Sand Hill Elementary. Captain Hicks facilitates this event and has done an excellent job. We did get rained out for the second half of the session but were still able to deliver root beer floats to classes. Chief Bakken shared a slide show highlighting the day. Belfair's Safety Day will be held on Thursday.

**Zoll Heart Monitors:** This morning, using our new Zoll monitor crews were able to save an individual in cardiac arrest. The monitor provided real time data for our responders and information for the hospital. Chief Bakken shared a graph from that call that featured a timeline depicting the rate of CPR, the depth of compression, and shocks if administered. The individual is in recovery and is expected to live. Chief Bakken thanked the Hospital District No. 2 for their support of the new technology.

**Stephanie Criess PM Graduation:** The paramedic graduation ceremony is being held at Tacoma Community College tomorrow at 4pm.

**Former Store Site Parking (Tahuya Day) Update:** Commissioner Kewish had gravel from a landscaping job that he was getting rid of. He placed the gravel where the old store was to help improve the surface for walking and parking if needed. Cpt. Hicks will share this news with the Community Club. Commissioner Quigley inquired if we would need to remove the gravel before construction begins. We do not believe so.

**AmeriCorps:** Our AmeriCorps Volunteer Dani Willey will be finishing her term in August. The next program cycle is on Senior Fall Prevention and we have two open positions available. Individuals must be between the ages of 18 – 25, receive a \$7hr stipend, work forty hours a week and includes health insurance and a scholarship in the amount of \$5,500. Please send any interested applicants to Jeromy Hicks.

**Employee Performance Evaluation System:** As part of our Strategic Plan we are doing system reviews of all internal programs. We have been working on the employee performance evaluation system. Chief Bakken shared a Power Point presentation that will be shared with staff moving forward. Chief Bakken will be the program manager and is pleased with the feedback he has received from staff so far.

Commissioner McIntosh appreciates how we foster leadership, creating a culture of excellence. Commissioner Miller inquired about our current evaluation process. Chief Bakken explained we currently do a “goal based” annual evaluation system that has not been effective. Commissioner Miller feels we are on the right path. Commissioner Quigley inquired if we do less formal check in’s with staff and if so how often.

**Tina Miller, Volunteer Coordinator Contract:** Tina Miller’s employment contract has expired. Chief Bakken has prepared a MOU to extend her contract with an end date of August 19, 2016.

**Commissioner Quigley moved to sign the MOU to extend the contract as presented; Commissioner Miller seconded the motion. Motion approved.**

**Public Comment:** None

**Good of the Order:** Assistant Chief Cooper graduated from Eastern Oregon University last Saturday with his BS in Fire Service Administration. We are proud of his accomplishment.

**Commissioner McIntosh moved to adjourn; Commissioner Kewish seconded the motion. Motion carried. The meeting was adjourned at 6:00pm.**

**BOARD FOR VOLUNTEER FIREFIGHTERS**

**Present:** Commissioner Kelley McIntosh, Chief Bakken; Executive Assistant Katie Patti, Volunteer Ryan Austin.

**The meeting was called to order at 6:03pm.**

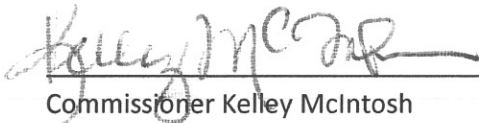
Six volunteer physicals were presented for review and approval.

**Ryan Austin made a motion to approve the physicals as presented; Chief Bakken seconded the motion. Motion approved.**

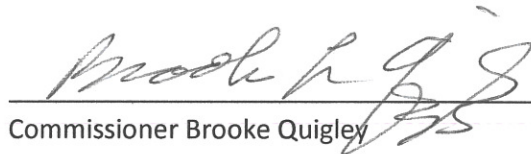
With no further business the meeting was adjourned.



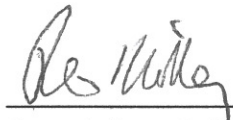
Authority Secretary Katie Patti



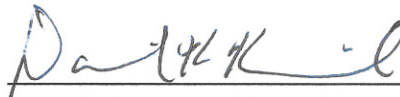
Commissioner Kelley McIntosh



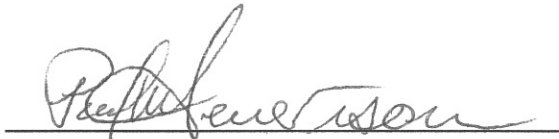
Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson