



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

**Meeting Minutes**

**14880 NE North Shore Rd, Tahuya, WA**

**6/21/2016**

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

**Guests:** Jerry Hofstatter

**FINANCIAL REPORT:** Chief Bakken provided an update on financials. He remarked all revenues are on par and spending is down from last month. Overall we are doing fantastic. We are at \$1.1 million in capital funds. We also received the last amount of wildland reimbursement from last year's season.

**ADMINISTRATION REPORT:**

**Tahuya Day Update:** The gravel area where the store was looks fantastic. Gravel has been put down and it has been rolled to create a solid surface and will be ready for Tahuya Day.

**Safety Day at Belfair:** Safety Day was held at Belfair Elementary on Thursday of last week. The day went well and we had no rain. Thank you to all who came out and helped!

**Administrative Assistant Position:** We will be posting a position for an Administrative Assistant. The position will be a full time and will encompass administrative tasks as well as volunteer recruitment and retention. We hope to have an employment packet ready to be posted towards the end of next week.

**Stephanie Criess Paramedic Graduation:** Several of the Fire Authority Members went to Tacoma Community College to attend Stephanie's paramedic graduation. In addition to her graduating she was awarded Student of the Year. We are very proud of her accomplishments!

**Paramedic Nick Morgan:** We are pleased to report that paramedic Nick Morgan has passed his probation. He held his probationary dinner on shift last evening. He has had a whirlwind of a year and we are so proud of his accomplishments and dedication.

**NEW BUSINESS**

**Frank Phillips Passed Away:** Kelley McIntosh reported on the passing of Fire Commissioner Frank Phillips. Frank served for many years as President of the Mason Co Fire Commissioners Association. Mason Co. District 18 held a wonderful memorial service for him. He will be sorely missed.

**Mason County Commissioner Meeting:** At the meeting the topic of fire agencies and their relationship with DNR and WSP. He reviewed the rules and regulations around the hiring of staff to combat wildland fires. A fire agency in Mason County questioned the annual contract that all agencies sign with DNR and challenged the liability and FLSA laws. We have had the same questions for ten years that still remain

unresolved. He noted this is a statewide issue. We will work thru the fire season before agencies such as L&I, DNR etc. review this issue.

**Architectural Contract Services:** Chief Bakken is seeking authorization from the Board to enter into contract with TCA for architectural contract services. A *Standard Form of Agreement* was presented to the Board from TCA Architecture. Chief Bakken described the process we have made on the Tahuya Station Project and reviewed the contract with the Board. The services consist of two phases. The first involves a needs assessment, programming, schematic design and site layout opportunities. The second includes schematic design, design development, construction documents, permitting assistance, public bidding, construction administration and close out. The estimate cost is \$8,000. Phase one is predicted to take two months.

**Motion made by Commissioner Kewish to enter into a contract with TCA as presented; Commissioner Miller seconded the motion. Motion carried.**

Commissioner Quigley recommends we have an all Authority meeting to gather input on this project as it impacts the entire area.

**Saturday Seminar Recap in Chelan:** Commissioner Severson attended the Saturday Seminar in Chelan. He shared his take-a-ways from classes presented by the State Auditor and Attorney Brian Snure.

**Public Comment:** Jerry Hofstatter enjoyed Commissioner Severson's report.

**Good of the Order:**

Beau will be gone next week; Assistant Chief Cooper will cover in his absence.

Commissioner Miller went to North Bend Fire Academy with Assistant Chief Cooper. He was impressed with the facilities and training. Our newest firefighter Laura Frieze is doing great.

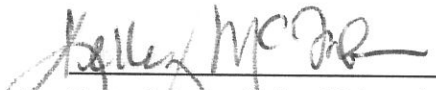
**Tahuya Trails:** Commissioner Severson inquired if the Tahuya trails are well marked – they are. Commissioner Severson shared information about marking the mileposts.

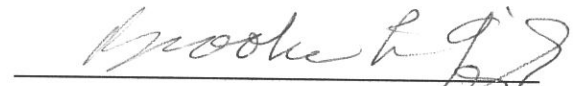
**Commissioner Quigley moved to adjourn; Commissioner Severson seconded the motion. Motion carried. The meeting was adjourned at 6:20pm.**



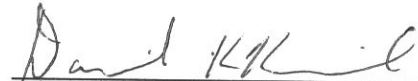
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Authority Secretary Katie Patti

  
Commissioner Kelley McIntosh

  
Commissioner Brooke Quigley

  
Commissioner Bob Miller

  
Commissioner Daniel Kewish

  
Commissioner Paul Severson