



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy

7/12/2016

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

Guests: None

The meeting from June 14th and 21st were presented for approval.

Commissioner Kewish moved to approve the meeting minutes as presented. Commissioner Miller seconded the motion. Motion approved.

Vouchers- Vouchers for the month of July #1607001 to #1607094 in the amount of \$289,172.29 were presented for approval.

Commissioner Miller inquired about Kitsap Sun charge. This is for the newspaper advertisement for the Administrative Assistant job opening.

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

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

ADMINISTRATION REPORT

NEW BUSINESS

Administrative Assistant: Beau spoke about the Admin Asst. process. The position is open and closes on the 21st. The assessment center is scheduled for August 1st.

Chili Cook-off: We raised about \$600 after expenses. It was a great fundraiser. AC Cooper won for the best chili, Jeromy Hicks won for the best salsa. Chief Bakken thanked AmeriCorps Volunteer Dani Willey and Cpt. Jeromy Hicks for their hard work and another successful event.

Laura Friese: Newest firefighter Laura Friese will be graduating from the North Bend Academy on 7/22 at 12pm. We will carpool from the station. There was a great article in the Belfair Herald. Congrats to Laura!

Tahuya Day: Commissioner McIntosh reported the event went well and the parade was fun. Tahuya Community Club President Bob Newbill was in attendance at yesterday's CAC meeting and thanked the Fire Authority for their partnership and those who helped with the parking lot.

Fire Station Design Process: Chief Bakken reported we will be forming a building committee. This team will focus on the items such as size of bays, storage facilities, etc. The meeting will take place on Monday of next week. We hope to have several model station designs to review and decide upon. The project is built into 2 phases with Phase 1 being the design and Phase 2 is the build process. Chief Bakken will be sending an email out to the RFA group to let them know our plans.

Policy Review: Two policies were presented for review at next week's meeting.

- **Photo and Video Recording Policy:** Bakken presented the photo and video recording policy draft. He would like to get this approved at next week's meeting. This policy is also being vetted by the Union for their feedback.
- **Administrative Assistant Job Description:** We have combined the Administrative Assistant job description and the Volunteer Coordinator role and have combined them into one job description. Please review the policy as we hope to approve it at next week's meeting.

Policy Revision: Chief Bakken presented Policy Personnel 44- Administrative Assistant. The policy needs the name to be changed to Executive Assistant.

Commissioner Quigley moved to change the current policy to read Executive Assistant; Commissioner Kewish seconded the motion. Motion carried.

CAC Update: Commissioner Quigley thanked Jeromy Hicks and Commissioner Severson for their participation. We had a great turnout of 8 people. Topics discussed included the community paramedicine program, burn ban, radio update, county wide ICS, chili cook-off, safety days. The most questions were about the paramedicine program.

Community Paramedicine Program: The next meeting is scheduled for August 3rd at 6pm. Kelley met with Dr. Hoffman and reported there is a draft Interlocal agreement being developed. The biggest issue remains program funding and many groups remain that we the committee needs to meet with. There are many unique aspects that we need to tackle. Dr. Hoffman has plans to meet with the Hospital District to discuss the program further.

Public Comment: None

Good of the Order:

Jeromy Hicks worked with Kitsap Co to allow the County to restrict fireworks up to the Fourth of July. The new ordinance will be in effect in 2018.

Commissioner McIntosh requested to be excused from the next meeting Commissioner meeting.

Commissioner Severson moved to adjourn; Commissioner McIntosh seconded the motion. Motion carried. The meeting was adjourned at 5:35pm.

BOARD FOR VOLUNTEER FIREFIGHTERS

Present: Commissioner Kelley McIntosh, Katie Patti, Chief Beau Bakken, Gabriel Cook – Volunteer

The meeting was called to order at 5:35pm.

A request for retirement for former Volunteer Ken Boad was presented for review and approval.

Chief Bakken moved to approve the retirement as presented; Gabriel Cook seconded the motion. Motion carried.

With no further business Chief Bakken moved to adjourn the meeting; Gabriel Cook seconded the motion. Meeting was adjourned at 5:36pm.



Authority Secretary Katie Patti


Commissioner Kelley McIntosh
Commissioner Brooke Quigley
Commissioner Bob Miller
Commissioner Daniel Kewish
Commissioner Paul Severson