



## North Mason Regional Fire Authority (NMRFA)

### Meeting Minutes

460 NE Old Belfair Hwy

10/10/2017

**Present:** Commissioners Kewish, Quigley, Miller, Severson; Executive Assistant Patti, Chief Bakken, Assistant Chief Cooper, **Excused:** Commissioner McIntosh  
**Guests:** Cpt. Jeromy Hicks

Meeting minutes from September 12<sup>th</sup> and 19<sup>th</sup> were presented for approval.

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

**Vouchers-** Vouchers for the month of October #1710001 to #1710091 in the amount of \$288,870.22 were presented for approval.

There were no questions about the vouchers.

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

**FINANCIAL REPORT:** Chief Bakken will discuss the financials at next week's meeting.

#### **ADMINISTRATION REPORT:**

**WSRB:** The evaluation will take place this Thursday the 12<sup>th</sup>. They will meet with AC Cooper and Cpt. Hicks. Once the information gathered they will process the data and provide us with a rating. Chief Bakken thanked AC Cooper, Cpt. Hicks, Assistant McCormick and Cpt. Cleveland for their help in gathering the information.

**ITAC Training:** The ITAC class is occurring this weekend. Both Chiefs will be in attendance as will our Captains.

**Opioid Forum:** A forum on the opioid epidemic is scheduled for November 15<sup>th</sup> and will be held in North Mason at the High School in the Commons area. Chief Bakken is meeting with the presenter to finalize the agenda tomorrow. Commissioner Quigley mentioned PBS has been hosting a televised series on the topic that has been very interesting. She added Monna Haugen with the Coalition of Churches would be a great person to connect with for the members of the faith community.

**Verbal Judo Training:** Deputy Chief Ryan Spurling presented a class on communication to all three shifts including administrative personnel. This class focused on patient communication and provided tips that can be used in everyday communication. AC Cooper shared that the class was very relevant.

**Authority Newsletter:** We adjusted the timeline of delivery to be able to send it out with information for the opioid forum to use it as an advertising piece. We are working on several articles and are excited for the release. The newsletter will touch on the growth of our organization.

**AmeriCorps:** We interviewed and hired Sadie Criess for the position of AmeriCorps this session. She was a SAFER Volunteer and the daughter of Paramedic, Stephanie Criess. She will have a lot of facets to work with and believe this will be a great fit for her. She is going thru an onboarding process and is doing great.

**Tahuya CRT:** Chief Bakken reported COC Collamore is doing a great job with the CRT group. They recently completed EVIP training making them able to drive vehicles. They are very eager to keep learning more information to accomplish their goals. We are looking at combining the Dewatto and Tahuya CRT teams and are working on getting them more involved with the Fire Authority as a whole. We have considered taking the Command Vehicle that was set to be surplus to be moved to Maggie Lake area for the CRT to use to respond in.

Mason Co CERT – COC Collamore wants to be a CERT Instructor to be able to bring emergency preparedness back to the Fire Authority.

**PERC Leadership and Communication Training:** This training is scheduled to take place tomorrow. The Cpt and Chief's will be participating in an effort to aid in communication. The training was brought to the Authority by Cpt. Cleveland. He put a lot of work into this class which will be tailored to our group.

**2018 Budget Draft:** (Draft Attached) Chief Bakken reported a draft of the 2018 Budget has been prepared for Board review. As a reminder, the Budget Hearing will take place at our first meeting in November on the 14<sup>th</sup>. Commissioner Quigley made a recommendation to modify the wording of Goal 7.

Chief invited Board members to meet with him for questions on the budget and/or the financials.

**Retention Committee Update:** Commissioner Severson and Miller provided a retention committee update. Cpt Ehresman will send out retention minutes to the Commissioners to review. The discussion was based on how things are progressing. The next meeting is scheduled for November 14<sup>th</sup>. Work is almost complete with the Communication Plan. Once it is in its final draft form, committee members will review it and then ask the shifts to also review it ensuring we are on the right path. Commissioner Quigley requested once the plan is final to please share it with the Board.

AC Cooper is preparing a proposal for a speaker to come to the Authority to aid in our communication efforts. This will occur in January, 2018.

**Firefighter Stair Climb:** FF/EMT Laura Friese will be organizing a team to participate in the Scott's Firefighter Stair Climb next year in Seattle.

**Labor Negotiations:** Chief Bakken reported the committee has not had any new items to discuss but will be reconvening shortly to wrap up discussions.

**Capital Facilities Discussion:** AC Cooper, COC Collamore and Chief Bakken met with the architect to share our ideas with regards to a remodel of the Tahuya Station. We will do a thorough review before we take the information to the community to ensure this is the right path to take and that we are being good financial stewards. Our goal is to have this information sent out before the end of the year.

**NEW BUSINESS:**

**MOU Deferred Compensation:** Chief Bakken will present information on the MOU for Deferred Compensation at next week's meeting.

**Public Comment:** None

**Good of the Order:** Commissioner Severson apologized for missing the last meeting as he had showed up at Station 21 instead of Tahuya.

**Commissioner Kewish moved to adjourn; Commissioner Severson seconded the motion. Motion carried. The meeting was adjourned at 5:54pm.**

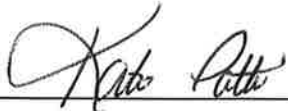
**BOARD FOR VOLUNTEER FIREFIGHTERS**

**Present:** Commissioner Quigley, AC Cooper, Executive Asst Patti, Chief Bakken; Volunteer Andrew McCaffrey

Several invoices were presented for medical expenses for Volunteer Mike Sammons.

**A motion was made by Volunteer McCaffrey to approve the invoices as presented; Commissioner Quigley seconded the motion. Motion approved.**

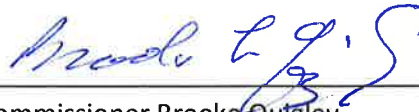
**With no further business the meeting was adjourned at 6:08pm.**



Authority Secretary Katie Patti

N/A

Commissioner Kelley McIntosh



Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Paul Severson

Commissioner Daniel Kewish