



North Mason Fire

North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy

11/14/2017

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

Excused: Commissioner Kewish

Guests: Cpt. Jeromy Hicks, Herb Gerhardt

2018 Budget Hearing

The Budget Hearing was called to order at 5:00pm.

The 2018 Budget Draft has been distributed for review. Chief Bakken provided an explanation of the budget including Revenue, Expenditures and Contingencies. He also detailed the documents that we will submit to the County for approval. He remarked new construction is coming in at \$11 million which is more than it has been in the past but it is certainly not a huge amount of growth. Both EMS and Property levy taxes make up the bulk of our revenue. The line items were reviewed in greater detail.

Commissioner Quigley thanked Chief Bakken for meeting with her to review the budget.

Public Comment: Herb Gerhardt inquired about the reserve carryover and if we have any reserve. We do – it is listed on the contingency page.

With no further business the Budget Hearing was adjourned at 5:28pm.

Call the meeting to order at 5:29pm.

Board Meeting

Meeting minutes from October 10th and 17th were presented for approval.

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

Vouchers- Vouchers for the month of November #1711001 to #1711095 in the amount of \$328,297.70 were presented for approval.

Commissioner Severson inquired about the voucher to Bound Tree Medical – Chief explained this is one of the vendors that provide EMS Supplies. He also inquired about the voucher for the Mason Co Fire Chiefs. That voucher was for ITAC training.

Commissioner Quigley inquired why the Columbia Bank Payroll amount was higher than usual. Chief Bakken reported this is because of Holiday Pay in addition to the normal payroll.

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

Financial Spot Check: Commissioner Miller came in and met with Chief Bakken to do an informal audit of our financial accounting system and accounting software. He reviewed a single expenditure from time of purchase all the way to voucher creation. He was quite pleased with the level of detail and accuracy. He also reviewed the monthly reconciliation process between Mason Co and the RFA. The financials and reconciliation were detailed and accurate. He was also able to get real time balance information for the EMS and General Funds. Finally, he reviewed the Petty Cash and Travel Accounts. He reported he was happy with the detail and accuracy of the ledgers and reconciliation.

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

ADMINISTRATION REPORT:

WSRB: Chief Bakken reported we are still waiting for our rating.

ITAC Training: Both basic and advanced ITAC training has taken place. Chief Bakken thanked AC Cooper for his work in this area. There is still a lot of work to be done and the experience to date has been amazing.

Opioid Forum: The Opioid Crisis Community forum is scheduled for tomorrow from 5-8pm at the NMHS Commons.

NMRFA Authority Newsletter: The newsletter has been completed and has been mailed out.

Scott FF Stair Climb: Ten individuals have signed up to participate in the Scott's FF Stair Climb. The event will take place in Seattle next year in March.

NMRFA and Central Mason Captains Joint Meeting: The Cpts. From Central Mason and our agency met in an effort to get to know one another and learn about the ways each organization operates on calls. Additional meetings are planned.

Mason Co Rural Leadership Program: The RFA has three individuals (Cpt. Hicks, FF/EMT Friese, FF/EMT Arnold) participating in the 6 month program. The program is set to continue for 3 years. We may send others in the future.

Lunch at the Urgent Care: Members of the RFA went to the Belfair UC and had a nice sit down lunch with members of the clinic. Different perspectives were shared regarding working in an EMS and Clinic perspective.

Basic Incident Command Meeting: Cpt. Hicks put on a class for the school district today. The training was well attended. We are continuing to have discussions regarding the active shooter event that occurred in May.

Chaplain Program: Celeste Carey has completed the 40 hour intensive chaplain training and is currently going to calls with Chaplain Gary Shirbish. She is very passionate about helping others. We are thankful to have her in this program.

NEW BUSINESS:

Air Trailer Surplus: Staff is seeking approval to surplus the 1999 Bulldog Trailer (VIN# 4P2FB1016XU014400). We have not used this trailer for over seven years. A neighboring district has expressed interest in purchasing this trailer from us.

Commissioner Miller made a motion to surplus the 1999 Bulldog Trailer as presented; Commissioner Severson seconded the motion. Motion approved.

Personal Protective Gear (PPE) Surplus: Staff is seeking approval to surplus the attached list of PPE gear. The gear no longer meets safety guidelines.

Commissioner Quigley made a motion to surplus the PPE gear as presented; Commissioner Miller seconded the motion. Motion approved.

OLD BUSINESS:

Public Comment: None

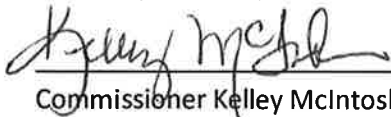
Good of the Order: Commissioner McIntosh presented Commissioner Brooke Quigley with a lifetime member award from the Washington State Fire Commissioners Association. This award represents ten years of service. We are grateful for Commissioner Quigley's service to the former, Mason County Fire Dist. 2 and the RFA.

Commissioner Severson shared that Bill Schwartz passed away last week. He was the first Fire Chief of Central Kitsap Fire.

Commissioner McIntosh moved to adjourn; Commissioner Severson seconded the motion. Motion carried. The meeting was adjourned at 5:52pm.



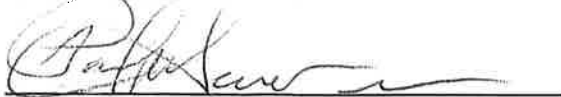
Authority Secretary Katie Patti



Commissioner Kelley McIntosh



Commissioner Bob Miller



Commissioner Paul Severson



Commissioner Brooke Quigley



Commissioner Daniel Kewish