



# North Mason Fire

## North Mason Regional Fire Authority (NMRFA)

### Meeting Minutes

460 NE Old Belfair Hwy

11/21/2017

**Present:** Commissioners McIntosh, Kewish, Quigley, Miller, Severson; Executive Assistant Patti, Chief Bakken. **Excused:** Assistant Chief Cooper **Guests:** None

#### **2018 Budget Adoption**

Chief Bakken presented Resolution 17-02 – 2018 NMRFA Budget for review and approval. This Resolution references the Fire Authorities Budget for 2018. The reported revenues and expenses have been set at \$7,216,326.00

**Commissioner Miller moved to adopt Resolution 17-02 as presented; Commissioner Kewish seconded the motion. Motion approved.**

**Opioid Forum:** Chief Bakken shared information from the forum that was held at the high school last week. It was well attended and provided a rich community discussion. Commissioner Quigley shared she heard a lot of good things from those who attended and shared the tremendous need for networking to learn about the resources available.

**Student FF Andrew McCaffrey:** We are excited to announce that Student Firefighter Andrew McCaffrey has been offered a position with Poulsbo Fire. He has been a Student Firefighter with us since September of 2016. This is a tremendous accomplishment for Andrew as well as the program.

**Commissioner McIntosh arrived at 5:15pm.**

**Capital Facilities Plan:** Chief Bakken reported we meet with a real estate attorney for the purchase of the adjacent property. The next step will be to sit down with the property owner to discuss her wants and needs. Chief Bakken shared information on the terms and conditions we have discussed with our attorney. We hope to have a proposal back to the board in the coming months for approval.

**MOU for Chief's Contracts:** Chief Bakken reported that specific language regarding Deferred Compensation contributions is not written into either Chief's contracts. He believes it may have been an oversight from a previous Board/contract. He asked if the Board could take a look and see why this was omitted (accidentally or intentionally) from their contracts. Both Chief's currently participate in the program. It would be beneficial to speak with the auditor on this topic.

Commissioner McIntosh believes the Board should be reviewing these contracts on a regular basis. There was discussion on how to best accomplish this moving forward. It was determined a policy on reviews would work best. Chief Bakken offered to draft a policy for review. Commissioner Severson and Commissioner Quigley offered to assist with the research of the contracts and report back to the Board.

**Retention Committee:** A meeting was held last week. There is a draft communication policy that is being presented to members to gather feedback. The key issue is communication and remains our top priority. Other issues will be addressed appropriately. The organization expectations were shared with the group and will be sent out to the Board. The next meeting is scheduled for January. Cpt. Ehresman will be sending out a survey to gage how things are going. At today's leadership meeting we had positive feedback that we are making progress towards our goal.

**Good of the Order:**

Commissioner Quigley requested the following items be added to a future agenda:

- Security and Safety at the Station: Chief Bakken reported we are forming a security committee as of today to discuss options and ways to combat this.
- Sexual Harassment: Chief will send the policies to the Board to review.

**CAC Meeting** – Commissioner Quigley reported that the next CAC meeting will take place on January 8<sup>th</sup>. It was determined Dan Kewish will attend this meeting. Executive Assistant Patti will create and send out a schedule for other Commissioner to attend.

**All County Commissioner Meeting:** The meeting is scheduled for December 7<sup>th</sup>. Commissioner McIntosh would like information from the Fire Commissioners conference that Commissioner Miller attended sent to her.

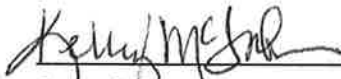
**Negotiations:** Labor Management will meet with Chief Bakken to review the salary spreadsheet.

**Public Comment:** None

**Commissioner McIntosh moved to adjourn; Commissioner Severson seconded the motion. Motion carried. The meeting was adjourned at 6:05pm.**



Authority Secretary Katie Patti



Commissioner Kelley McIntosh



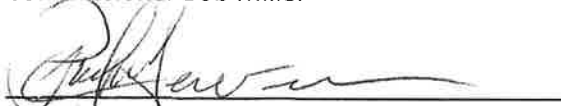
Commissioner Bob Miller



Commissioner Brooke Quigley



Commissioner Daniel Kewish



Commissioner Paul Severson