



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

14880 NE North Shore Rd, Tahuya

12/19/2017

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

Excused: Bob Miller; **Guests:** None

FINANCIAL REPORT: Chief Bakken is in the process of updating the Budget Summary and will distribute it to the Board at the first meeting in January. The report will also contain year end details.

ADMINISTRATION REPORT:

Department Dinner: Save the date - March 24th will be the date for the annual Authority dinner at Alderbrook.

Station Security Committee: We are looking at replacing some of our exterior doors in an effort to better secure station facilities.

Retention Committee: At the last meeting it was decided that a survey would go out to members to help gauge how we are doing with employee retention. At the Leadership Meeting Chief Bakken tasked the Captains and Acting LT's to speak to crews regarding this survey and its importance. The next meeting is scheduled to occur in January. The committee will be discussing how frequent meetings will be moving forward.

Commissioner Quigley inquired who is included in the Leadership group. It was initially Chiefs and Captains; however, we have now included Administrative staff and the Acting Lt's. The "Leadership 13" will be developed to include everyone, including Commissioners in the Authority. A draft will be presented to the Board in January. In addition, the communication policy is in its final stages of review and will be presented in January to the Board.

New Floor in Day Room at Sta 21: The floor is complete at Station 21. It looks great.

Tahuya Station Update: Chief Bakken provided an update on the Tahuya Station including the obstacles we have run into. A remodel plan was shared with the Board. He reported a structural engineer is coming in February to assess the current status of the station to ensure it can handle a total remodel. There was discussion on when the best time is to hold a community meeting to provide an update.

Executive session

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

The Board went into Executive Session at 5:45pm for 10 minutes pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. The Board came out of executive session at 5:53pm. No action was taken.

Mason County Board of Fire Commissioner Meeting Recap: Commissioner McIntosh provided an update from the MCFCA Meeting that was held recently. At the meeting updates were provided from MACECOM on ProPhoenix and Cpt. Ehresman provided a GEMT update. The next meeting is scheduled for February. Commissioner McIntosh and Chief Burbridge are working on bylaws for the association. She mentioned there are several Region 9 educational opportunities coming up. Fire District 3 will be hosting the workshop on April 14th and WFCA will be putting dollars forth for agencies to attend.

Public Comment: None

Good of the Order: Commissioner McIntosh reported MACECOM will be hiring dispatchers and will hold a testing process in February.

Brooke thanked Beau for sending out the Sexual Harassment and Non-Discriminate Policies. She recommended we place these items on the agenda for a policy review in January. AC Cooper spoke about the training opportunities on these topics that are available in Target Solutions. Chief has also had discussions with the shifts on this as well.

Commissioner McIntosh moved to adjourn; Commissioner Quigley seconded the motion. Motion carried. The meeting was adjourned at 6:01pm.



Authority Secretary Katie Patti



Commissioner Kelley McIntosh



Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson