

**North Mason Regional Fire Authority
Board of Fire Commissioners Agenda
April 12th (Belfair) and April 19th (Tahuya) 5:00
PM**

Blue information and **Red action** requested

Call to order

Pledge of Allegiance

Approval of Minutes- March meeting minutes have be attached for your review.

Voucher Approval: Voucher materials and expenditure report will be sent to Board members on later this week. We are currently working on completing vouchers and payroll for the month of February.

Financial Report- NMRFA financial (expenditure and summary) documents will be sent the middle of next week, once the Authority's March revenue report is received from Mason County.

Administration Report

- **Authority Dinner Recap**
- **Last Dance-NMHS**
- **Tahuya Store Demolition Update**
- **Private Bride Crossing Project**
- **Pump Academy and Fire Academy Training Updates**
- **Call Back Staffing Program Update**

Old Business

- [WSFCA Region 9 Workshop Recap](#)
- [WSFCA Conference Recap \(Ocean Shores\)](#)
- [Community Paramedic Program Update](#)
- **Architecture Firm Selection (Former Tahuya Store)** With the demolition of the store nearly complete the Board should entertain moving forward with the next step of the project which would be fire station design. The Board should entertain the selection of an architecture firm (from submitted RFP's) for which to enter into fee negotiations with.

New Business

- **Wildland Fire Program Proposal-** Included in the packet is a program proposal for this year's wildfire program. Staff is requesting Board approval to move forward with the program.
 - **Personal Protective Equipment Inter-Local** Agreement with King County Fire District 44 – King County Fire District 44 is requesting the execution on an Inter-Local agreement with the NMRFA. The agreement would allow King 44 to purchase personal protective equipment off of a bid previously conducted by the NMRFA.
 - **Harm/Threat of Ham Policy-** Staff has included a draft Harm/Threat of Harm policy following an near miss incident in February. Staff is recommending adoption of the draft policy.
- **Public Comment**
 - **Good of the order**
 - **Adjournment**

North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy

3/8/2016

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

Guests: Herb Gerhardt

The meeting from February 9th and 16th were presented for approval.

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

Vouchers- Vouchers for the month of March #1603001 to #1603094 in the amount of \$277,288.12 were presented for approval. There were no questions.

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

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

ADMINISTRATION REPORT

Mike Greene Celebration of Life Recap: Most all of you were at Mike's memorial service. His wife Barbara was very thankful for our hard work. Many individuals came together to make this event a success. Commissioner Quigley remarked it was a very beautiful service. Thank you notes have been delivered to those who helped. There is one more gathering planned for Nevada in the coming weeks.

Authority Dinner Reminder: The dinner is being held on the 26th at Alderbrook. RSVP's are due this Friday.

Bike Helmet Handout (Belfair Elementary): Over 400 students at Belfair Elementary were outfitted with bicycle helmets as part of the AmeriCorps Grant.

South Kitsap Gas Explosion Investigation Assistance: South Kitsap officials requested Cpt. Jeromy Hick's assistance in investigating the explosion that occurred at a residence in Port Orchard. He spent two days on scene and gained valuable experience in the process.

Additional Cardiac Monitoring Funding: We have received additional \$40k funding from the Norcliff Corp. for the purchase of a second monitor for the RFA. This is on behalf of the "Touching Lives, Saving Hearts" Campaign put on by the Harrison Foundation. We can't thank the Foundation and Mason County Public Hospital District #2 for their support and generosity. These units cost approximately \$35k each. Thanks also go to Cpt. Carl Ehresman for spearheading the project.

Station 21 Repair Update: Our contractor is near completion on repairs to the building. The roof panels are up along with the windows. All that remains are the painting and caulking and other minor details.

New FF/EMT Laura Friese: Laura comes to us as a lateral candidate on A shift she is filling Matt Doran's vacant position. She was on our hiring list from the recruitment efforts over the summer. She has a Bachelor's Degree and is fluent in Spanish. She is scheduled to attend the North Bend Academy in April and in the meantime will be doing day shifts.

Easter Breakfast – Tahuya, March 27th: The annual breakfast is being held from 10a-1pm. This is a change in time from the past. We will be sending out flyers to announce the event.

Belfair Shooting Response Recap: Cpt. Ehresman provided an update on the shooting that occurred in Belfair. One RFA ambulance was on scene at the event on standby. Later crews returned to set up scene lighting to aid Mason County Sheriff's office in the investigation. He remarked we have really improved on agency to agency communication compared to years past. Everyone involved is doing as well as can be expected.

Anchor Drive Recap: Chief Bakken provided an update indicating the issue has resolved itself.

Commissioner McIntosh was asked to review Cpt. Reese's paper for his National Fire Academy Executive Fire Officer Program. The paper is on active shooting and the role and response of fire. AC Cooper reported Cpt. Reese along with Paramedic Jess Fulkerson will be working together to provide training for our members. We are also in the process of drafting a policy for a similar situation.

Commissioner Miller asked what would've improved communications in this situation. Cpt. Ehresman reported getting someone into the unified command post helped the communication tremendously.

Herb Gerhardt added the Sheriffs use a different radio frequency. He recommended Captains have a radio to listen to the radio traffic. Chief Bakken reported we have these radios available to us.

NEW BUSINESS

Tahuya Store Demo: Today was the last day to submit bids for the demolition of the Tahuya Store. We will open bids at 3pm tomorrow and plan to review and potentially award bids at next week's meeting.

Wildland Program: Volunteer Coordinator Tina Miller and Chief Bakken spoke to students at North Mason High School on the RFA's wildland program. Interested students along with their parents attended an orientation session to learn more about the program and requirements. Chief Bakken is preparing a formal proposal or the Board in the coming weeks.

WSFCA Region 9 Workshop Reminder: Commissioner McIntosh reminded everyone of the Region 9 workshop that is coming up. The cost is \$20 per person and will be held at District 4 in Shelton.

Public Comment:

Herb Gerhardt reported Camp HoHobas (Boy Scout camp) is closed. DNR is negotiating on taking it over.

Good of the Order: None

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

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
460 NE Old Belfair Hwy
3/15/2016

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

Guests: Laura Friese, Michael Wessen, Pierce Ellenwood and former Commissioner Bev Voss-Petredis

Introductions of new career and volunteer members:

Laura Friese: Probationary Firefighter Laura introduced herself to the Commissioners and guests present. She is our newest hire and will be attending the North Bend in April.

Pierce Ellenwood: Volunteer Firefighter Pierce came from Hawaii and is currently in the Navy. He is on shore duty and has time to volunteer.

FINANCIAL REPORT: Chief Bakken provided a report on the March financials. He reviewed the report with the Commissioners. He remarked we typically collect 60% of our taxes in April and 40% in October. We are still awaiting monies from last year's wildland deployments. He spoke about his operating fund balance practices and how he moves monies to the reserve account. Our expenditures are right in line where we expect them to be.

Chief Bakken added the Budget Summary is done internally, and he believes is useful in dialing in on specific numbers. If there is anything you would like added to the budget summary please let him know.

ADMINISTRATION REPORT:

OLD BUSINESS:

CAC Meeting Recap: Commissioner Quigley reported on the CAC Meeting that took place last night at Station 27. She thanked Commissioner Miller for his participation and attendance. Several items were discussed including the demolition of the Tahuya Store and soil testing, the shooting in Belfair, Mike Greene's Celebration of Life and the concern over bridges in our area. Overall the meeting was very informative and beneficial.

Chief Bakken expanded on the bridge concern. He reported there are thirty one (31) bridges in our county. Those bridges are not subject to inspection. We have approximately 7-10 bridges that we are concerned about should we need to take apparatus across on a call. We are working with a retired civil engineer who has volunteered to assist us in coming up with a plan involving the homeowners to create a "plan b" in the event of an emergency.

Community Paramedic Program: Commissioner McIntosh reported last week she, Chief Bakken and our Medical Program Director Dr. Hoffman met and are moving forward with the community paramedic program. It is at the very early planning stages. The initial focus will of the program will be on wound

care and avoiding readmission for patients. We have a grant in the amount of \$40k that will be used for startup and initial program costs. The next meeting will occur on April 14th and we have invited members of the tribes to attend.

Additional Introductions of volunteer members:

Madison Lewis: Madison introduced herself to the Board. She is a senior at North Mason HS and currently works at a childcare center. She aspires to be a paramedic with us in the future.

Robert Lemon: Robert is a volunteer firefighter/EMT. He lives in Port Orchard. His background includes fixing office machines. He is currently in the fire academy.

Tahuya Store Demolition: Assistant Chief Cooper provided an update on the Tahuya Store demolition. There were nine (9) bids submitted (see attached bidder list). Groat Brothers Inc. came in as the lowest bidder at \$16,000. AC Cooper made a recommendation that the Board accept the bids as presented and award the bid to Groat Brothers, Inc.

Commissioner Kewish made a motion to accept the nine bids as presented for the demolition of the Tahuya Store; Commissioner McIntosh seconded the motion. Motion approved.

Commissioner Quigley made a motion to award the bid of the Tahuya Store Demolition to Groat Brothers, Inc. as recommended; Commissioner Kewish seconded the motion. Motion approved.

Chief Bakken remarked we will provide notification to the community members in Tahuya so they are aware of the impending demolition.

Public Comment: None

Good of the Order:

Region 9 Workshop: Commissioner McIntosh reminded everyone about the Region 9 Workshop. If you would like to attend please let Katie Patti know.

Upcoming events: It will be a busy weekend with the department dinner on Saturday the 26th followed by the annual Easter Breakfast in Tahuya from 10am – 1pm. We hope to see you at both events.

Commissioner Quigley moved to adjourn; Commissioner Miller seconded the motion. Motion carried. The meeting was adjourned at 5:57 pm.

Old Tahuya Store Demolition List of Bidders

Bids Opened 3/9/2016 @ 3:00pm

Bids Received	Bid Total
Groat Brothers, Inc. Lloyd Groat P.O. Box 1630, Woodland, WA 98674 360-225-8868	\$17,164.70 includes tax
Skycorp, Ltd. Skyler Waldal 526 N West Ave, Ste 11, Arlington, WA 98223 360-926-8989	\$21,698.92 includes tax
Olympic Trucking LLC Jack Johnson, Stephen Johnson, Jonathan Johnson P.O. Box 488, Belfair, WA 98528 360-275-6774	\$23,653.00 includes tax
Anderson Environmental Contracting, LLC Kylie Stansbury 705 Colorado Street, Kelso, WA 98626 360-577-9194	\$27,794.15 includes tax
Dickson Company David Dickson 3315 South Pine Street, Tacoma, WA 98409 253-472-4489	\$28,144.90 includes tax
Sound Excavation, Inc. Joseph T. Lockhart 5902 West Sherman Heights Road, Bremerton, WA 98312 360-373-1613	\$29,067.15 includes tax
Shearer Excavation LLC Kevin Shearer P.O. Box 1802, Belfair, WA 98528 360-340-3118	\$29,072.57 includes tax
Nordland Construction NW Tom Johnson 123 Ponderosa Pl, Nordland, WA 98358 360-774-1274	\$30,380.00 includes tax
South Shore Construction Inc. Richard Moore P.O. Box 963, Belfair, WA 98528 360-275-0818	\$30,380.00 includes tax

WILDLAND FIRE PROGRAM REQUEST

PROGRAM SUMMARY

The proposed program will prepare recently graduated North Mason High School students to assist the Authority with wildland fire call outs throughout the Authority and within Washington State. The program will provide graduates with basic wildland fire training, advanced wildland fire training, protective equipment, cost reimbursement and college tuition assistance. In exchange, graduates will provide the Authority with training attendance, course completion, and wildland fire deployment, when requested, to assist with wildland fire suppression throughout Washington State.

DESCRIPTION OF CONDITION

Each summer the North Mason Regional Fire Authority is requested to provide wildland firefighting assistance in different regions of the state. These requests are usually made in the months of July, August and September. When a request is made, the Authority must summon firefighters specifically trained and certified in wildland firefighting. Firefighters must be able to muster within a few short hours of a request and be available to deploy for a period that could reach fourteen days.

The time and training demands of a wildland fire deployment, coupled with the demands of meeting service provision requirements within the Authority makes the assembling of personnel for wildland fire deployment extremely challenging. Finding personnel who can muster in a few short hours and meet the time commitments required is extremely difficult considering outside obligations of work, family and individual needs of potential responders. Last year the Authority was able to meet several requests from Washington State for wildland fire deployment, however, it also had to deny several additional requests due to insufficient personnel available for deployment.



PROGRAM PROPOSAL

Authority staff is proposing a program that has mutual benefits for both potential responders and the Authority. The program would enlist the assistance of recently graduated North Mason High School Students who would be interested in serving on wildland fire deployments throughout Washington State.

The Authority would select four (4) students to enroll in the Authority's initial 2016 program. Those students would receive basic wildland firefighter training and certification during the months of April and May 2016. Initial training is forty (40) hours in duration, held in the evenings and on weekends. So not to take away from fulfilling their school requirements, the training will be built around school attendance requirements. Participating students must display satisfactory academic standing as determined by a minimum grade point average of 2.5 at the high school in order to be considered for the program. Finally, students must be 18 years of age as of July 1, 2016.

Following the initial certification program, participants would be outfitted with protective equipment and would be required to participate in two to three advanced wildland fire training activities. Training would be held on Saturdays. Advanced training would continue throughout the summer until deployment requests are made to the Authority by Washington State. Participants would be required to deploy as needed in order to receive program benefits.



Graduates enrolled in the program would receive a \$500 per month stipend cost reimbursement for the months of June, July and August. This stipend would be in addition to any pay received from the State of Washington for work performed during a wildland fire deployment. The state currently pays firefighters \$14 per hour for work performed on a state wildland fire. For students who satisfactorily complete the program's requirements, they will receive a \$2,000 tuition

assistance allowance that may be used at any institution of higher learning. Tuition assistance cannot be substituted for a cash payout or any other means of compensation.

When program participants are not on deployment, they will be classified as volunteer fire personnel with the Authority. As volunteer personnel, they will receive accident/injury coverage from the Washington State Board of Volunteer Firefighters. This will provide coverage for all activities related to the program when not on deployment, such as initial and advanced

training activities. When on deployment, wildland firefighters will receive accident/injury coverage from the Washington State Department of Labor and Industries.

It has been determined that cost factors would limit program participation to four (4) participants. It is anticipated that the program will attract the interest of more than four program participants. The Authority will work with all qualified candidates to provide them with training and certification and ready them for potential deployment this season. Students not enrolled in the program will not be eligible to receive stipend reimbursement or tuition assistance.

PROGRAM COST

- Per student cost of \$3,500 for the season (June – August)
- Protective equipment cost per participant \$400
- Program Total \$15,600

It is anticipated that a majority of the program costs will be recuperated through equipment cost reimbursement from the State of Washington.

PROGRAM BENEFITS: AUTHORITY

- Authority resource enhancements
- Fire suppression assistance
- Volunteer firefighting support
- Youth and community engagement
- Public protection

PROGRAM BENEFITS: PROGRAM PARTICIPANTS

- Life experience opportunity
- Tuition assistance
- Future career opportunities (Fire Authority, Dept. of Natural Resources (DNR), US Forest Service, Private Fire Crew)
- Resume building
- Public protection opportunity
- Growth and development

WORK COMPLETED TO DATE

Staff has conducted initial recruitment efforts at North Mason High School to determine program interest. Nearly fifteen 15 candidates have identified interest in the program as a result of this outreach. On March 10th the Authority hosted a formal information session for prospective program participants and their families (parents/guardians). This session was well attended. Authority applications were distributed and collected as a means to compile contact information. Last week, wildland program manager Captain Ryan Cleveland and Volunteer Coordinator Tina Miller held one-on-one interviews with prospective candidates to gauge program interest and candidate suitability. Captain Cleveland was thrilled with the caliber of the candidates interviewed. With program approval we would have four candidates in the Authority's formal program however, Captain Cleveland believes that as many as ten (10) to fourteen (14) candidates are eligible to and may select to participate in wildland firefighting with the Authority as a result of our efforts.



INTERLOCAL PROCUREMENT AGREEMENT BETWEEN THE NORTH MASON REGIONAL FIRE AUTHORITY
AND MOUNTAIN VIEW FIRE AND RESCUE/ KING COUNTY FIRE DISTRICT 44.

1. Parties

1.1 The North Mason Regional Fire Authority is a special service agency organized under the state of Washington law Title 52, herein referred to as the NMRFA.

1.2 Mountain View Fire & Rescue/ KCFD #44 is a special service district organized under the State of Washington law Title 52, herein referred to as Fire District #2.

2. Purpose

2.1 The NMRFA and Fire District #2 each possess the power to procure goods and services and to dispose of property and may cooperate in accordance with RCW 39.34.080.

2.2 The NMRFA and Fire District #2 desire to enter into an interlocal procurement agreement to make the most efficient use of the powers enumerated in paragraph 2.1.

3. Procurements

3.1 Each party agrees to extend to the other party the right to purchase supplies, materials, equipment and services from its contracts with vendors, suppliers, providers and contractors for such supplies, materials, equipment and services permitted by law.

4. Duration

4.1 This agreement shall be in effect until modified or terminated in accordance with paragraph 9.

5. Organization

5.1 No separate legal or administrative entity is created by this agreement.

6. Property

6.1 Ownership of property acquired pursuant to this agreement shall vest in the party making the procurement, which shall have sole right of disposal of the property.

7. Financing and Budget

7.1 Each party shall pay for its own procurements.

7.2 Each party shall be responsible for its own budgeting.

8. Administration

8.1 No separate legal or administrative entity shall be created by this agreement.

8.2 Neither party is authorized to bind the other to any contract or obligation.

8.3 Each party shall be responsible for its own compliance with any applicable procurement procedures.

8.4 To the extent that any joint administration is required under this agreement, the purchasing agents of the NMRFA and Fire District #2 shall constitute a joint board responsible for such administration.

9. Modification and Termination

9.1 Either party may terminate this agreement upon written notice of termination to the other party.

9.2 This agreement may be modified only by mutual written agreement.

10. Applicable Law and Conformance

10.1 This agreement, and any rights and obligations hereunder, shall be construed and interpreted in accordance with the laws of the State of Washington.

11. Jurisdiction and Venue

11.1 Any dispute of proceeding arising out of this agreement shall be submitted to the Superior Court of the State of Washington for Mason County.

North Mason Regional Fire Authority

ATTEST:

Kelley McIntosh, Fire Commissioner

Date

Brooke Quigley, Fire Commissioner

Date

Dan Kewish, Fire Commissioner

Date

Paul Severson, Fire Commissioner

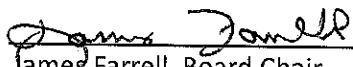
Date

Robert Miller, Fire Commissioner

Date

Mountain View Fire & Rescue/ King County Fire District #44


ATTEST:


James Farrell, Board Chair

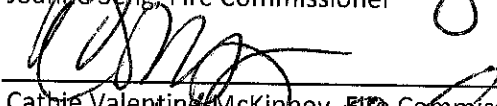
3-22-16
Date

Dan Bjustrom, Fire Commissioner

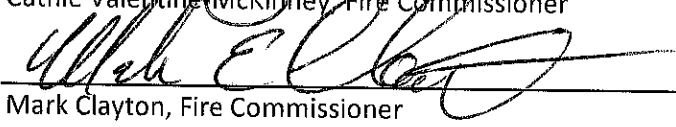
Date


Joanne Seng, Fire Commissioner

3-22-16
Date


Cathie Valentine-McKinney, Fire Commissioner

3-22-16
Date


Mark Clayton, Fire Commissioner

3/22/16
Date

Physical Harm and Threats of Physical Harm

CATEGORY: Operations
NUMBER: Ops-24
EFFECTIVE: April 2016

REFERENCE

North Mason Regional Fire Authority

SCOPE

Acting Officers

PURPOSE

During the course of its operations members of the Authority may be exposed to physical harm and/or threats of physical harm from members of the public. In no way will such instances be tolerated by the Authority. The Authority maintains the safety of its personnel as its top priority. In such circumstances in which physical harm or threat of physical harm is imposed on a member of the Authority, the Authority will execute all steps necessary to ensure the safety of our personnel. The purpose of this procedure is to list the steps to take immediately following an instance of physical harm or threat of physical harm against a member of the Authority.

PROCEDURE

In the event that a member of the Authority is physically harmed and/or is threatened with physical harm by a member of the public, he or she will take whatever steps necessary to deescalate the situation. In most circumstances, it is recommended that the Authority member and his or her response team leave the immediate area (scene) as quickly and as safely as possible. Law enforcement will be immediately notified and will be requested to do the following; respond to the scene, contact the offending party, and ensure scene safety for all emergency response personnel. A filing of criminal charges will be requested by the Authority against any member of the public who harms or threatens to harm any member of the Authority during the course of the Authority's operations.

In the event that a member of the Authority is physically harmed or threatened, the following steps will be taken:

1. Immediate efforts will be taken to secure the scene and in turn, responder safety. It is recommended that an immediate withdrawal of Authority responders from the scene be conducted as safely efficiently as possible. Patient care and emergency operations needs should not interfere or delay the safe withdrawal of Authority responders from an unsafe scene.

2. In the event that an Authority member is physically harmed and/or injured, appropriate medical attention will be summoned as soon as possible.
3. Law enforcement will be contacted and requested for immediate response. Authority responders who have withdrawn from a scene will not be permitted to return to the scene until it has been declared safe by law enforcement.
4. The Authority's on duty officer will immediately be notified of the event.
5. The Authority's Fire Chief and/or Assistant Fire Chief will be notified of the event as soon as possible.
6. All participating Authority responders will provide a narrative report to the duty officer prior to the end of the shift. The report will include key facts and details related to and surrounding the incident.

Upon notification of an incident or threat of physical harm, the Authority's administration will take the following steps:

1. The Fire Chief or his/her designee will summon all available information and consult responding personnel as well as the on duty officer about the incident. The Chief will then perform an initial safety threat assessment.
2. The Fire Chief or his/her designee will produce and send an electronic email alert to the Authority's membership. The alert will notify the membership of the incident, communicate the threat assessment, and identify future safety steps to be taken.
3. Whenever possible, a picture of the offending party will be distributed to all Authority personnel as a means to enhance offender identification and to maximize responder safety.
4. Following an incident or threat of physical harm, where the future safety of emergency responders cannot be adequately provided for, the Fire Chief may take the following steps:
 - a. The Fire Chief will design an individual response plan for the address and/or individual in question. In most circumstances, the plan will delay the arrival of the Authority personnel during a request for assistance at the address in question until law enforcement can respond and secure the scene.
 - b. The Fire Chief will notify the MACECOM dispatch center and ask that the incident address be "flagged" in the Computer Aided Dispatch (CAD) system. The CAD "flag" will notify dispatchers and response personnel of the safety threat and provide pre-planned instructions on how the Authority personnel will respond into the scene.

- c. CAD “flagging” of an address and future threats assessments will be conducted and reviewed as needed.
 - d. The Fire Chief will consult with the Authority’s legal counsel on appropriate and recommended course(s) of action and liability limitation(s).
 - e. The Fire Chief will consult with the Authority’s risk manager and insurer on appropriate and recommended course(s) of action and liability limitation(s).
 - f. The Fire Chief will send a certified letter to the address in question. The letter will identify the safety threat assessment and future safety steps to be taken to minimize the safety threat. The letter will also attempt to establish a means of communication between the Authority and the offending party in which safety considerations may continue to be discussed and addressed.
 - g. The Fire Chief will enlist the assistance of any and all appropriate outside resources to assist with safety enhancement and continued patient care. This assistance may include but is not limited to; State Protective Services, Drug and Alcohol Services and Mental Health Professionals.
5. The Fire Chief or his/her designee will perform and provide a full written investigation and report on the matter.
 6. As soon as possible, the Fire Chief will provide a briefing and action report to the Authority’s Board of Fire Commissioners.