



North Mason Fire

North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy, Belfair

12/10/2019

Present: Commissioners Kelley McIntosh, Brooke Quigley, Dan Kewish, Bob Miller; Executive Assistant Wassenaar; Chief Bakken; Assistant Chief Cooper

Absent: Paul Severson

Guests: Jim Nelson

Meeting was called to order 5 p.m. and opened with the Pledge of Allegiance

The meeting minutes from November 12, November 19 and November 25, 2019, were presented for approval.

Commissioner Quigley moved to approve the meeting minutes as presented. Commissioner McIntosh seconded the motion. Motion carried.

Financial vouchers were presented for review. Commissioner Quigley questioned WFCA Dues in the amount of \$2500; Chief Bakken explained what this amount is for, including reduced conference fees and directory. Chief Bakken also clarified that the BIAS Fee line item is for a one-time set up fee and the annual fee (no monthly fees).

A motion was made by Commissioner Quigley to approve the expense vouchers under BIAS 191201001 to 191201059 in the amount of \$106,268.71; Commissioner Kewish seconded the motion. Motion carried.

Commissioner Quigley also made a motion to approve payroll vouchers 1912001 to 1912022 in the amount of \$211,559.72; Commissioner Kewish seconded the motion. Motion carried.

ADMINISTRATION

Santa Trailer Schedule: Chief Bakken indicated there were concerns this would not be taking place this year because of staffing changes and the focus on passing the bond for the new station. The crew excitedly stepped up to schedule and plan the Santa route on their own and are going to all neighborhoods that were visited last year.

Bates Fire Academy Graduation: Volunteer Haleigh Bridgan's Graduation took place on 12.6.19. Both Chief Bakken and Cooper were able to attend.

BIAS Software Transition: Scheduled to move payroll to BIAS on January 1, 2020. EA McCormick is confident moving to Phase 2. Chief Bakken will provide a comparison showing the difference in appearance of the current program and BIAS to the Commissioners soon.

FD#3 Financial Services Transition: 5 candidates will be going through assessment center for the open financial administrative assistant position; hoping for offer shortly. Chief Bakken indicated we will assist in transition as needed.

2019 State Audit: Chief's request to move to January 2020 was denied. Instead the auditors have decided to break it up. Will begin tomorrow 12.11.19 for a couple days; also coming 12.18.19 and 12.19.19 and will return in January. EA McCormick will be working with the auditors; may need additional support for entrance and exit conferences.

Ambulance Billing: Because Nikki Madsen is only available a couple of days a week, this has transitioned to Administrative Assistant Kayla Sturgis.

OLD BUSINESS

EMC Project Financing Proposal: Jim Nelson of DA Davidson presented with power point presentation (attached) explaining the differences between private placement (bank loan) vs. public bond sale options. Confirmed that at this time, public bond option has higher cost savings overall. Also explained there is option for reimbursement of cost associated with project prior to bond sale. **Motion made by Commissioner Quigley to move forward with pursuing the public bond sale option for financing. Motion seconded by Commissioner Miller. Motion carried.**

Project Delivery Methodology: Next step for EMC project is choosing project delivery methodology. Chief Bakken will provide further details at next meeting.

Tahuya Fire Station Build Update: Assistant Chief Cooper provided an update and things are moving forward. At this time, three walls and the roof structure are in place. Hoping to be completed 90-100 days and will have a Spring celebration after move in.

NMRFA Resolution No. 19-04 and Mason County Budget Letter: Chief Bakken provided Resolution No. 19-04, amended 2020 budget (Resolution No. 19-03). Explained initial budget proposal did not include excess/bond levy of \$584,000; this information has already been filed with Mason County. Also explained refund levy which is provided to NMRFA by the County Treasurer. **Motion made by Commissioner Kewish to accept Resolution No. 19-04. Motion seconded by Commissioner Miller. Motion carried.**

NEW BUSINESS

NMRFA Resolution No. 19-05: Presented by Chief Bakken to appoint Executive Assistant Renee Wassenaar as Board of Fire Commissioners Secretary. Motion made by Commissioner Kewish to accept 19-05. Motion seconded by Commissioner Quigley. Motion carried.

Emergency Reserve Contingencies: Commissioner Quigley requested additional clarification regarding what this fund is for and if the proposed goal amount as \$500,000 is appropriate. Chief Bakken explained what it can be used for 1) natural disaster 2) market/economy downfall. Reserve is designed to buy time for permanent fix and not intended to provide a complete solution. Chief Bakken indicated that during his career at NMRFA, emergency contingency fund was only used once; recommended discussing further at first meeting in January once we know carryover from 2019.

GOOD OF THE ORDER

Chief Bakken introduced Volunteer Haleigh Bridgan for congratulations on her recent Fire Academy graduation.

Public Comment: None

Commissioner McIntosh moved to adjourn. The meeting was adjourned at 6:30 p.m.

BOARD FOR VOLUNTEER FIREFIGHTERS

Present: Commissioner McIntosh, Chief Bakken, Assistant Chief Cooper, EA Wassenaar, Volunteer Victor Quiroz

Meeting was called to order 6:30 p.m.

An invoice for a volunteer firefighter physical was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice. Volunteer firefighter Quiroz seconded the motion. The motion carried.**

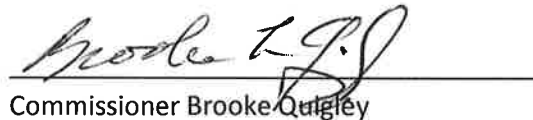
With no further business, the meeting was adjourned at 6:32 p.m.



Authority Secretary Renee Wassenaar



Commissioner Kelley McIntosh



Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson