



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

5/12/2020

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

Meeting held via telephone/videoconference in accordance with Governor Jay Inslee's proclamation 20-28 issued on March 24, 2020

Absent: None

Guests: None

Meeting was called to order at 5:01 p.m. and opened with the Pledge of Allegiance.

The meeting minutes from March 10, March 17, April 14 and April 21, 2020, were presented for approval.

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

Financial vouchers were presented for review.

A motion was made by Commissioner Quigley to approve the expense and payroll vouchers under BIAS 200501001 to 200501068 in the amount of \$315,088.70. Commissioner Kewish seconded the motion. Motion carried.

FINANCIALS

Briefly discussed decrease in ambulance transport revenue due to the impact of COVID-19; estimates up to 25% reduction. CARES Act will reimburse for lost revenue resulting from reduction in transport during pandemic.

Chief Bakken provided Budget Summary – North Mason Emergency Management Campus Project has been added, including Bond Fund and Project Construction Fund. Chief clarified the Bond Fund is exclusively for making bond payments. The Fire Authority will need to reimburse itself for charges resulting from S&P Global bond rating and initial invoice for Project Management services for the new headquarters station; charges were initially paid out of general fund.

ADMINISTRATION

Emergency Prevention Specialist: Lacey Newman scheduled to start Monday, June 1.

Firefighter/EMT Hiring Announcement: Has been a very difficult and competitive process. Following testing, assessment center and interviews, Chief Bakken spoke with other NMRFA staff and ultimately selected Victor Quiroz. Victor served 4 years in the US Army and is a Central WA University graduate. He is a resident of Trails End Lake and works at Olympic Ambulance on his off days from the NMRFA Student Program.

Paramedic Testing Process: Testing/assessment process taking place this week and next week. Total of 12 candidates will be moving through the assessment process.

EMS Personnel Updates: Paramedic Crystal Pinero will be leaving at the end of May, but as of today, we have not received formal notification. Paramedic Dan Cox is also anticipated to be leaving at the same time, but has not provided formal notification either. Firefighter Anthony Rhead has returned to work full time following ATV accident and will continue ongoing physical therapy for his shoulder. Captain Ehresman has returned to work following injury to thumb, but is working light duty and assisting with Lieutenant Laura Chester's transition back to work following maternity leave. He is scheduled for an MRI tomorrow and will have more information after results are received.

Administrative Staff Status: Both Executive Assistants have returned to the office fulltime as of Monday; Administrative Assistant Kayla will be returning at the end of the week with specific protective measures (working in the back) due to pregnancy.

North Mason School District and NMRFA Levy Discussion: Levy renewal failed by a narrow margin, which will result in \$4-\$5M cut annually. Because NMRFA is due for EMS Levy, we are advertising as a continuation rather than "renewal". We are clearly marketing that the state of WA requires voter-approval every 6 years and there will be no increase or escalators. Internal communication is scheduled to go out on Monday with postcards, mailers and social media campaign to follow. Captain Jordan Reese is serving as campaign chair and Chief Bakken is confident the continuation request will pass.

The EMS Levy Resolution has been sent to Prosecuting Attorney Tim Whitehead for approval of levy language. At this time, the language has not been approved but was sent to the Mason County Assessor's Office for additional review. Chief Bakken feels it will be accepted.

Tahuya Day/Salmon Bake: Confirmed events are cancelled for 2020 due to COVID-19.

Property Acquisition Update: We have the Purchase Option for neighboring 2.5 acre parcel for \$220,000, which remains valid. The family had requested that if there is any increase in property value before executing the purchase, that it be applied toward the rent for Lois. NMRFA is in the process of having an updated valuation of the property, which should take roughly three weeks. Once property value updated, Chief Bakken will present the final purchase agreement to the Board for approval.

EMS Responder Appreciation Week: May 17-23. Chief Bakken published an article in the Shelton Journal and Belfair Bugle thanking responders. Additionally, hospitals typically provide food for responders (at hospital or send to fire stations).

OLD BUSINESS

Emergency Management Campus RFQ and Project Schedule: Chief Bakken, Assistant Chief Cooper, Executive Assistant Wassenaar, Commissioner Severson served on the scoring committee for the RFQ. We received six proposals and shortlisted three finalists. Barring protest, will be issuing Request for Proposals to the finalists on Monday. Moving forward we have a very fast schedule, with site walk through and proprietary meetings shortly after the RFP is sent; proposals due at the end of the month with notice to proceed in early July.

Tahuya Fire Station: Station is nearing completion, with most of remaining items on punch list currently being addressed. Goal is to have station complete in the next three weeks to a month. We may have to delay a grand opening celebration due to COVID-19, but will be posting a virtual tour of the station to our website and social media as soon as possible.

COVID-19 Update: Currently up to 29 total cases within Mason County. Briefly discussed the counties allowed to move to Phase 2; Mason County submitted a variance request but was denied. Also discussed Belfair over the weekend, as local trailheads, stores, fishing access were full and people not social distancing; may see an increase in positive cases in coming weeks. Chief Bakken addressed the lack of information surrounding positive cases – how sick, are they recovering, etc.; clarified he has been unable to obtain this type of information from Mason County Public Health.

Private Bridges: Created a directive with interim instruction to crews (what to do/when). 31 bridges identified in Mason County (county and private); all but 3 are located on Old Belfair Highway, with 19 having structures on the other side. Will be creating a database and reaching out to residents to inspect private bridges and discuss response options. Asking that engines only cross when absolutely necessary and when they are unable to handle from the other side; tenders will never cross private bridges. Additionally, addresses will be flagged at MACECOM with pre-action plans for each bridge based on variety of scenarios.

NEW BUSINESS

Resolution 20-06: A resolution by the North Mason Regional Fire Authority Board of Commissioners to authorize the use of electronic signatures with the same force and effect as the use of a signature affixed by hand.

Motion made by Commissioner Miller to approve Resolution 20-06. Commissioner Quigley seconded the motion. Motion carried.

Policy Review – Admin 46 Electronic Signatures: The policy of the Fire Authority is to enable employees to conduct Authority business through the use of electronic signatures where desired, when such use is consistent with guidelines outlined in the policy.

Motion made by Commissioner Kewish to approve the new policy Admin-46 Electronic Signatures. Commissioner Quigley seconded the motion. Motion carried.

2019 WA State Annual Report: Chief Bakken and Executive Assistant Angie McCormick have gone through the report line by line to confirm information is accurate. With no concerns or objections, Chief Bakken will submit the report.

GOOD OF THE ORDER/GENERAL DISCUSSION

Bates Academy Complaint Update: The complaint has not been dropped, however Bates will not allow Chief Bakken to move forward – recruit must follow up herself.

CMFE Fire Chief: Board appointed Mike Patti permanent Fire Chief for Central Mason Fire and EMS, effective May 21, 2020. NMRFA has already seen a positive impact on the departmental relationship.

Fire Academy Pinning Ceremony: Will host pinning ceremony for Fire Academy graduates via Zoom during next Board meeting, and should take 15-20 minutes.

WFCA Webinar: Open Public Meetings and Records Webinar scheduled for June 6.

Safety Days: Commissioner Quigley would like to applaud those who working on virtual Safety Days.

NMRFA Updates: Commissioner Quigley requesting we send an NMRFA update directly to CAC members, addressing them as such. Next potential meeting in July may be postponed or cancelled, so providing them with an update would be beneficial.

Happy Birthdays: Chief Bakken, AC Cooper, Captains Ehresman/Reese and Commissioner Kewish.

Public Release, Mason County Emergency Management: Chief Bakken featured in video encouraging public to utilize EMS when necessary – addresses decontamination procedures, PPE, etc. Also let the public know we are not overwhelmed and they are not being a burden.

Public Comment: None

With no further business Commissioner McIntosh adjourned the meeting at 6:33 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson