



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

11/10/2020

Present: Commissioners Kelley McIntosh, Brooke Quigley, Paul Severson, Dan Kewish, Bob Miller; 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 5:03 p.m. and opened with the Pledge of Allegiance.

The meeting minutes from October 13 and October 20, 2020, were presented for approval.

Commissioner Severson moved to approve the meeting minutes as presented. Commissioner Kewish seconded the motion. Motion carried.

Financial vouchers were presented for review.

A motion was made by Commissioner Quigley to approve the expense and payroll vouchers under BIAS 201101001 to 201101089 in the amount of \$435,700.95 and expense voucher 201102001 under BIAS in the amount of \$3,650.00. Commissioner Kewish seconded the motion. Motion carried.

FINANCIALS

2021 Budget Hearing opened 5:05 p.m.: Chief Bakken presented 2021 Draft Budget and discussed notable changes: \$25,000 budgeted for new heating/cooling system required for Collins Lake Station 27. Additional \$13,000 budgeted for protective equipment- career staff receive two sets of bunker gear; will begin providing additional sets for students and volunteers as well. Also explained that gear has an expiration date; because all bunker gear previously purchased at once through a grant, it will all expire and require replacement at the same time. Will begin cycling in new gear replacement.

Chief Bakken explained the budget draft document is for NMRFA use only and is not filed with Mason County. The county only requires a public hearing (tonight's advertised meeting) and budgeted expenditures and income.

Budget Hearing closed 5:23 p.m. with no public comment

Resolution 20-07 - Substantial Need: Based on the substantial need of the District, the limit factor for the regular levy for taxes to be collected in calendar year 2021 shall be 101 percent of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year since 1985.

Motion made by Commissioner Severson to approve Resolution 20-07 as presented. Commissioner Quigley seconded the motion. Motion carried.

Resolution 20-08 – Adoption of the 2021 Budget for the North Mason Regional Fire Authority

2021 Revenue: \$7,215,355.00

2021 Expenditures: \$7,215,355.00

Motion made by Commissioner Miller to approve Resolution 20-08 with amendment to page number 2. Commissioner McIntosh seconded the motion. Motion carried.

ADMINISTRATION

Mason County COVID-19 Update: Secondary outbreak at St. Michael’s Medical Center; Mason and Kitsap Counties continue to see an increase in positive cases.

NMRFA COVID-19 Update: Authority was notified of an NMRFA student testing positive for COVID a few weeks back. Immediately secured testing through Peninsula Community Health Services; those potentially exposed received rapid testing as well as standard PCR testing. Only one additional positive case identified through that testing; no exposure to NMRFA patients. Exposed individuals were quarantined despite negative test results; all non-essential personnel including administrative staff worked from home during quarantine period as well. Chief Bakken was notified yesterday of another NMRFA member who has tested positive; due to this member’s previous negative result, it does not appear this is linked to the previous cases at the Authority.

Community Development: Mason County held hearing on the local neighborhood development; per the County Planning Committee, no code changes were approved at that time or are anticipated. Mason County is moving towards implementing a residential sprinkler system requirement; may not be approved in the short-term but begins the discussion for future approval.

Mason County Mental Health Provision of Services: County Commissioners concerned about mental health throughout the county, particularly due to COVID – lack of resources and lack of coordination. A group of stakeholders has been identified and the group will be asking for commitment from the larger stakeholders. NMRFA will be meeting with Mason County Sheriff’s Office on the third Thursday in November; the Sheriff’s Office changes policies rapidly due to changing environment and circumstances with no discussion or notification to NMRFA.

NMRFA Newsletter Release: Annual newsletter is complete and scheduled to mail the week of Thanksgiving. PDF copy will be available internally in advance; Chief Bakken will send to Board after meeting.

Fire Station Neighbors' Presentation: November 19, 2020 @ 5:30; Zoom presentation with neighbors to discuss the potential impact of the new headquarters fire station. Executive Assistant Wassenaar will send Zoom invite to Commissioners Quigley and McIntosh.

490 NE Old Belfair Hwy Property Purchase: Property purchase has officially closed.

Administrative Assistant Hiring Update: Interviews with Executive Assistants McCormick and Wassenaar have taken place and the search has been narrowed down to four finalist applicants. Final Chief's interviews with hiring decision expected next week.

Tahuya Apparatus Bay Grand Opening: Due to scheduling conflicts and technological concerns, Chief Bakken requesting to forego the live Zoom conference. Recommending instead to have one on one interviews that will be recorded. Multiple interviews will be edited into the video of the station. Board to have group Zoom interview at next Board meeting scheduled for November 17.

Blood Drive: November 20 and 21 at The HUB in Belfair; appointments still available.

OLD BUSINESS

Headquarters Station Update: Over the past month there were multiple concerns regarding the General Contractor TRICO's understanding of the progressive design-build process and handling of the headquarters station project. Owner Representative Hill International is very knowledgeable in progressive design-build and has been meeting with TRICO regularly to resolve the concerns. Project is back on track; will be signing Guaranteed Maximum Price (GMP) scheduled for December 9.

Retention Committee: Commissioners Miller and Severson provided an update; at this time there are no concerns regarding retention. Commissioner Severson requested to adjust schedule to meet semi-annually rather than quarterly; Commissioner Miller requested we retain existing schedule but cancel meetings if there are no new developments.

NEW BUSINESS

Authorization for Bid Solicitation – New Water Tender: AFG Grant received for new water tender; bid package has been put together. Chief Bakken requesting action to solicit bids for tender.

Motion made by Commissioner Kewish to approve request to solicit bids for new water tender. Commissioner Miller seconded the motion. Motion carried.

Job Description Review – Captains, Assistant Fire Chief and Fire Chief: Commissioners reviewed the job description language for the Captains, Assistant Fire Chief and Fire Chief. Commissioner Miller indicated language needs to be updated from District to Authority; Chief Bakken advised all policies were updated at time of RFA formation. Executive Assistant Wassenaar will locate updated language and send to Board. No other changes or edits requested.

CLOSED SESSION RCW 42.30.140 (Collective Bargaining Agreement Discussion) from 6:36 p.m. to 6:41 p.m.

EXECUTIVE SESSION RCW 42.30.110(g) Personnel matter; started at 6:41 p.m.; 10 minutes

GOOD OF THE ORDER

Public Comment: None

With no further business Commissioner McIntosh adjourned the meeting at 7:00 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson