



## North Mason Regional Fire Authority (NMRFA)

### Meeting Minutes

460 NE Old Belfair Hwy

5/14/2019

**Present:** Commissioners McIntosh, Kewish, Quigley, Miller, Severson, Executive Assistant Patti, Chief Bakken  
**Excused:** Assistant Chief Cooper  
**Guests:** Cpt. Hicks

The meeting minutes from April 9<sup>th</sup> and 16<sup>th</sup> were presented for approval.

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

Vouchers #1905001 to #1905092 in the amount of \$329,464.13 were presented for approval.

**A motion was made by Commissioner Miller to approve the vouchers as presented; Commissioner Severson seconded the motion. Motion carried.**

**FINANCIALS** Chief Bakken will review financials at next week's meeting.

### ADMINISTRATION

**Starbucks Public Education Partnership:** Cpt. Hicks shared some great news! The local Starbucks has partnered with us to provide public safety education to the community. This past weekend our focus was on lifejackets, next month's topic will be bike helmets. We are exploring other local partnerships and are excited for this opportunity.

**Burn Restrictions:** Cpt. Hicks reported the Mason Co Fire Chiefs are exploring adopting an annual date in which to enact burn restrictions. There is also discussion of enacting Burn Restrictions towards the end of next week – more information to follow.

**Port Ludlow Pub Ed Trailer:** This is a customized public education trailer that we borrowed last year from Pt. Ludlow Fire to use at our Safety Day events. We are excited to announce we are able to borrow it again for this year's event.

**Safety Days:** This year's Safety Days are scheduled for Wednesday, June 12<sup>th</sup> at Sand Hill and Friday, June 14<sup>th</sup> at Belfair Elementary. It was noted that the dates are incorrect on the Board agenda. The Board was invited to participate if able.

**Lt. Chester Graduation:** Lt. Chester is graduating with her Master's Degree in Public Administration from the University of WA on June 12<sup>th</sup> in Seattle. Several members will be attending her graduation. Congratulations to Lt Chester on this accomplishment.

**Financial Software Policy:** The financial and payroll program we currently use will not be supported beyond 12/31/2019. We will need to look at purchasing a new program. EA Patti will prepare and present a proposal for the Board at June's meeting.

**IMS Overhead ILA:** Chief Bakken provided information on the details of an IMS Overhead ILA that the Chief's Association is working on. Districts would submit certifications and credentials for individuals who are able to respond in a command capacity to wildland calls. The hope is that we would have a lot of qualified individuals who can show up at a moment's notice and operate wildland specific equipment.

**EMC Video:** We are working on an EMC promotional video to be released in June for our Emergency Management Campus project.

**Forestland Agreement:** Chief Bakken provided an update that several Mason Co agencies have been notified by DNR that The WA State Lands Commissioner is creating a single Forestland Agreement for all agencies to follow. Under the new agreement, DNR would no longer hire our equipment/responders after a two-hour period. Our crew/equipment would stay on scene at the Authorities expense until extinguishment. It was also noted, if we have a wildland fire and need equipment if those requests have not gone thru someone with DNR, the agency that ordered the resource will be responsible for payment.

**DSH Radio Grant:** Chief Bakken reported that radios for MCFD 3 and the RFA have been received.

## **OLD BUSINESS**

**Station 81 Project Update:** We are awaiting permit approval and then work will get underway.

**Station 21 Project Update:** Chief Bakken provided an update on the work that is being done towards the EMC project. Community member Ken VanBuskirk requested that the Authority and Mason County conduct an independent traffic study of the Old Belfair Highway (OBH). He expressed concern that the level of service (LOS) of OBH in addition to the Hwy 300/OBH intersection, is failing. Mason Co Public Works provided traffic counts data spanning ten years and shared that until a roadway reaches a LOS D, or around 80% of its capacity, only then are road improvements considered; the OBH is currently rated at 40% and has significant amounts of reserve capacity remaining. The County confirmed that HWY 300/OBH intersection does have inefficiencies with moving vehicles; and traffic backs up onto the OBH as a result of these inefficiencies. A round-a-bout at the intersection would be beneficial; however, this is not at the top of the WSDOT's priority list. It was further noted that the Growth Management Act does not require intersections to operate at a particular LOS. Mr. VanBuskirk remains supportive of our project but feels we should consider a different site for a station.

**Admin Contract Policy Review:** Commissioner McIntosh inquired if the Board had an opportunity to review the materials that were distributed to include the wage increase request by EA Patti and the Administrative Contract Policy revision draft. This will be discussed at next week's meeting.

**CAC Update:** Commissioner Quigley provided an update following the CAC meeting last evening. A recommendation was made for the Authority to look into taking ownership of the water tower that is located on the Boy Scout property that DNR plans to remove.

**Retention Committee Update:** Commissioner Miller provided an update regarding the retention committee. The topic that was discussed was the amount of money spent on training, only to have the individual leave to another organization – sometimes this occurs straight out of the academy. There was discussion around requiring individuals to sign an agreement/contract making them responsible for repayment if they leave prior to a certain time period. When we visited this topic with Legal, we were informed an agreement/contract would not be enforceable because of an individual’s volunteer status.

**Request for Executive Session:** Chief Bakken requested 10 minutes for Executive Session per RCW 42.30.110 (b) – consideration of a real estate lease or purchase. No action to be taken.

The Board went into Executive Session at 6:12pm.

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

The Board came out of Executive Session at 6:22pm. No action taken.

**Purchase and Sale Agreement:** Chief Bakken presented the Purchase and Sale Agreement for the property adjacent to the parcel next door. He made a recommendation for the Board execute the agreement as presented.

**Commissioner Kewish made a motion to execute the agreement as presented; Commissioner Severson seconded the motion. Motion approved.**

**Public Comment:** A Student attended our meeting as part of a college course fulfillment commended the Board on the meeting.

**Good of the Order:** None

**Commissioner McIntosh moved to adjourn; Commissioner Miller seconded the motion. Motion carried. The meeting was adjourned at 6:28pm.**



Authority Secretary Katie Patti



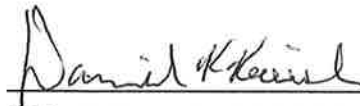
Commissioner Kelley McIntosh



Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson