



**North Mason Regional Fire Authority (NMRFA)**

**Meeting Minutes**

**460 NE Old Belfair Hwy, Belfair**

**12/17/2019**

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

**Absent:** None

**Guests:** None

Meeting was called to order at 5:00 p.m. and opened with the Pledge of Allegiance.

**ADMINISTRATION**

**2019 State Audit:** Notification of audit from Washington State Auditor distributed to Board for signature. Chief Bakken discussed entrance conference to be scheduled during week of January 6. Commissioners Quigley and Kewish available to attend. Executive Assistant Wassenaar will work with Audit Team for scheduling.

**Oath of Office:** Commissioner Kelley McIntosh took official Oath of Office for Commissioner Position Number 1 for 4th term; oath read by Commissioner Quigley.

**Santa Trailer:** Complete and successful – all intended neighborhoods were visited as scheduled.

**BIAS Software Transition:** Transition continues, unable to provide comparison with current program, as additional reporting updates are needed.

**OLD BUSINESS**

**Tahuya Fire Station:** Updated photographs provided by Chief Bakken; project well underway and hoping to be done in two months. Chief Bakken discussed possibility for community design/art project for side of building as it is an open canvas. Security system will be extended from current Tahuya Station; will be linked to existing system at Station 21. Remodel of old Tahuya station will be addressed once new project is complete.

**Project Delivery Methodology:** Chief Bakken presented next steps for Emergency Management Campus via PowerPoint Presentation, including Project Delivery Method options. Request for Qualifications for Project Manager presented to Board. Confirmed that corrections to RFQ requested by Commissioner Quigley were made prior to meeting; corrections presented to remaining Commissioners. **Commissioner Kewish moved to approve Request for Qualifications (RFQ) as presented. Motion seconded by Commissioner Quigley. Motion carried.**

Commissioner Miller questioning Quality Assurance standards and how we are going to ensure project QA is handled appropriately. Chief Bakken confirmed QA is specifically identified in the RFQ;

Commissioner Severson also indicated QA is part of County Inspection Process. Chief Bakken ensured QA will be addressed throughout this process.


**GOOD OF THE ORDER**

**Belfair Bugle:** Commissioner Quigley indicated the new Belfair Bugle published a great article about NMRFA. Chief Bakken confirmed they are interested in regular submissions from NMRFA and will be a great resource to get our news to the community.

**Merry Christmas/Happy New Year**

**Public Comment:** None

**Commissioner McIntosh moved to adjourn. The meeting was adjourned at 6:00 p.m.**

  
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Authority Secretary Renee Wassenaar

  
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Commissioner Kelley McIntosh

  
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Commissioner Brooke Quigley

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Commissioner Bob Miller

  
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Commissioner Daniel Kewish

  
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Commissioner Paul Severson