



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy, Belfair

1/14/2020

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

Absent: Bob Miller

Guests: None

Meeting was called to order at 5:02 p.m. and opened with the Pledge of Allegiance.

The meeting minutes from December 10 and December 17, 2019, were presented for approval.

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

Financial vouchers were presented for review.

A motion was made by Commissioner Kewish to approve the expense vouchers under BIAS 200101001 to 200101063 in the amount of \$90,944.18; Commissioner Severson seconded the motion. Motion carried.

Commissioner Kewish made a motion to approve payroll vouchers 2001001 to 2001022 in the amount of \$225,581.13; Commissioner Severson seconded the motion. Motion carried.

FINANCIALS

Budget Summary: Chief Bakken presented 2019 End of Year summary. Discussed carryover of nearly \$800,000, majority due to GEMT (back payment for previous years so will not be typical). Also discussed impacts on revenue - reduced timber sales, tax collection, ambulance billing (Medicare reimbursement). Chief Bakken just learned of new lawsuit Mason County has entered into with DNR regarding trust management; more to come. Also discussed expenditures including monies for property acquisition which will be reimbursable.

Commissioner Quigley questioning transaction amount of \$212,000. Further research required; Assistant Chief Cooper will look into before next meeting.

ADMINISTRATION

Emergency Prevention Specialist: Status update – currently working with Union reps to finalize position duties in order to determine salary range.

QRT Rollout: Team went live January 6, 2020; public announcement was seen by over 100,000 people on NMRFA Facebook page. Team available from 8 am to 5 pm Monday-Friday; based out of Station 21 2 days a week and Shelton 3 days a week. Will have a report of cases at the end of the month.

FD#3 Financial Services Transition: Finalizing transition; FD#3 hired Administrative Assistant part time effective January 1, 2020. This will be the first month they will be doing their own vouchers/payroll. NMRFA is closing out work with them by completing their 2019 state report, printing off their W-2s and 4th quarter filing.

2019 State Audit: Discussed entrance interview and the audit process. Audit has been completed, no findings; exit interview to follow.

CMFE: Central Mason Fire Chief Tim McKern placed on administrative leave (unspecified reason), Mike Patti interim Chief; Special Meeting to be held January 15, 2020. Commissioner Quigley asked ^{QW} questioned questions about our current cooperation with them – schools, ILA, mutual auto aid.

NMRFA Photography: Commissioners are scheduled for February 11 (Tuesday) during meeting.

NEW BUSINESS

Administrative Staff Contracts Memorandum of Understanding (MOU): Chief Bakken explained that cost of living adjustment (COLA) clause in Administrative Staff contracts effective on contract anniversary. For auditing purposes, Chief requesting to align administrative staff with IAFF contracts for COLA increase to be effective January 1.

Commissioner Quigley made a motion to enter into MOU as presented; Commissioner Kewish seconded the motion. Motion carried.

MRSC Resolution 20-01: To utilize the small works roster process through MRSC resolution required. Discussed and finalized language of resolution. Also discussed small works roster process vs. competitive bidding process and its benefits. Board delegates Chief to award bids under \$15,000 without approval.

Motion made by Commissioner Severson to approve Resolution 20-01. Commissioner Kewish seconded the motion. Motion carried.

Fire Engine Procurement Request: Discussed vehicle replacement planning program; fire engine coming up on 10 years, necessitating replacement. Assistant Chief Cooper explained request for triple combination pumper – water, pump, hose. Chief Bakken presented anticipated budget and timeline.


Motion made by ^{QW} Commissioner Quigley to move forward with bid process for fire engine. Motion seconded by Commissioner Severson. Motion carried.

GENERAL DISCUSSION

Discussed Belfair fatality car accident on January 4 – NMRFA were first responders. Commissioner Quigley requested commendation to all involved. Chief Bakken advised formal letter of commendation has been issued to all first responders including CRT and Chaplain.

Public Comment: None

With no further business, Commissioner McIntosh moved to adjourn. The meeting was adjourned at 6:26 p.m.



Authority Secretary Renee Wassenaar



Commissioner Kelley McIntosh



Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson