



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

7/21/2020

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 5:03 p.m. and opened with the Pledge of Allegiance.

FINANCIALS

Chief Bakken presented the July 2020 Budget Summary. Notably, the Timber Revenue is still \$0.00 for 2020; logging has been ongoing throughout 2020, so it remains unclear why the lumber profit is not being dispersed. Chief Bakken will obtain additional information prior to the next meeting. General discussion ensued regarding the impact of COVID on both Ambulance and Tax Revenues. Chief Bakken also indicated the Construction Fund for the new station has had \$0.00 expenditures and gained roughly \$4000 in interest – Chief Bakken will send a report to the Board with that data.

ADMINISTRATION

COVID-19: General discussion regarding increase in COVID cases within Mason County; as of tonight's meeting, there are currently 92 total cases, 23 of which are currently active. Mason County is currently in Phase 3 of statewide reopening plan. Chief Bakken discussed the impact the upcoming school year may have on moving forward with reopening. North Mason School District has no formal plan for what school will look like in the fall, as they continue to wait for guidance from the WA Office of Superintendent of Public Instruction. Commissioner Miller asked about Harrison Hospital (St. Michael) inpatient hospital case numbers; Chief Bakken indicated that he is unsure at this time but will have additional information following his meeting with them on Friday.

EMS Levy Education/Campaign Update: Campaign continues to move forward - social media messaging occurs bi-weekly, four articles in the Shelton Journal, two articles in the Belfair Bugle and yard signs throughout the community. We continue to have positive feedback across the community, and Chief Bakken is confident we will be successful on August 4th. Commissioner McIntosh appreciates that the

social media posts have been easy to understand with the information simplified; she also appreciates the simplicity of the yard signs.

QRT Program Update: Due to COVID, the Quick Response Team (QRT) had been on a three month hiatus from using the bus to meet people within the community; they continued to work out of the Peninsula Community Health Services (PCHS) office, meeting with patients in the clinical setting. The QRT bus is now back in use within the North Mason community; PCHS continues to monitor the situation, as COVID cases rise, and will adjust services as needed.

Healthcare Champion Award: The CEO of Mason General Hospital nominated Chief Bakken for the Healthcare Champion Award that was together by Thurston-Mason Chamber of Commerce. He was selected as a recipient for the work the Fire Authority has done with mental healthcare and the opioid crisis. Chief Bakken specifically thanked the Board for allowing the Fire Authority to use Authority resources for these community services.

Union Update: Captain Ryan Cleveland has been selected as the President with Paramedic/Firefighter Ryan Cloud as the Vice President. Chief Bakken will be scheduling a meeting with the pair following Captain Cleveland's upcoming vacation. Following that discussion, Chief Bakken will have an update for the Board regarding moving forward with labor negotiations. Chief Bakken indicated he will be providing updated financial models/forecasts as well as comparisons from like-size departments.

Emergency Prevention Specialist Update: EPS Lacey Newman is scheduled for hand surgery on July 29. Chief Bakken anticipates a week to week and a half out of work before being able to resume the light-duty functions of her position.

OLD BUSINESS

Tahuya Apparatus Bay Update: The building is mostly complete; we are currently working on final permitting from Mason County. Chief Bakken does not want to replace a grand opening, but would like to have a virtual ribbon cutting ceremony with tour in the interim. Chief Bakken anticipates the celebration taking place mid to late August and would like to have Board member involvement on some level, whether that be physical with appropriate social distancing or virtual on Zoom.

Headquarters Station Update: The project is moving along. Chief Bakken explained the communication plan/flow of information – the different shifts had selected a representative that gains their feedback and presents to the design team and vice versa. Architects West has been working on a design using the information provided by TCA, site walks, proprietary meetings with the design team. The crews have been given the first design proposal and the feedback has been mostly positive. Architects West will be providing the design team with an updated plan on Thursday, which Chief Bakken will share with the Board. Chief Bakken clarified these design proposals are focused on site plan, walls, doors and floors to develop a cost estimation.

NEW BUSINESS

Policy Review – Admin-27 Purchasing Procedures and Procurement of Public Works Projects: The purpose of this policy is to identify and control the authorization for public works projects, purchasing supplies, services or other expenditures.

Motion made by Commissioner Miller to approve the revised policy Admin-27 Purchasing Procedures and Procurement of Public Works Projects as presented. Commissioner Quigley seconded the motion. Motion carried.

GOOD OF THE ORDER/GENERAL DISCUSSION

Chief Bakken would like to commend C Shift, as they responded to two significant motor vehicle accidents this past week. Chief Bakken also advised that both A and B Shifts have been working very hard as well, as the call volume has increased sharply over the last few weeks.

General discussion regarding the ship fire in San Diego.

Public Comment: None

With no further business Commissioner McIntosh adjourned the meeting at 5:58 p.m.

BOARD FOR VOLUNTEER FIREFIGHTERS

Present: Commissioner McIntosh, Chief Bakken, Assistant Chief Cooper, Executive Assistant Wassenaar, Volunteer Cooper Lindsey.

Meeting was called to order at 6:01 p.m.

An invoice in the amount of \$500.00 for volunteer firefighter physicals was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice. Volunteer firefighter Cooper Lindsey seconded the motion. The motion carried.**

An invoice in the amount of \$54.00 for volunteer firefighter audiograms was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice. Volunteer firefighter Cooper Lindsey seconded the motion. The motion carried.**

A volunteer firefighter Certificate of Eligibility for Pensions was presented for review and approval. **Chief Cooper moved to approve the certificate. Volunteer firefighter Cooper Lindsey seconded the motion. The motion carried.**

With no further business Commissioner McIntosh adjourned the meeting 6:02 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson