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

**Meeting Minutes**

**Via Telephone/Videoconference**

**8/18/2020**

**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.

Financial vouchers were presented for review.

**A motion was made by Commissioner Kewish to approve the expense vouchers under BIAS 200802001 and 200802002 in the amount of \$278,967.81. Commissioner Quigley seconded the motion. Motion carried.**

**FINANCIALS**

Chief Bakken presented and reviewed the August Budget Summary. He indicated we are expecting an additional 40-45% in tax revenue in September/October. Also discussed the continued lack of timber revenue; Chief Bakken advised that per his discussion with Mason County nothing has been received and he needs to investigate further. Briefly discussed the Construction Fund; the Authority still needs to reimburse previous project-related expenses back to the capital fund (i.e. Hill International invoices).

**OLD BUSINESS**

**Property Closing Status:** Discussed the final payment amount to close on the neighboring property. Chief Bakken indicated the anticipated closing date is August 28. To prevent an additional August meeting, Chief has requested approval of the voucher for that payment tonight; the check will be drafted and held until closing of the property.

**Headquarters Station Update:** Briefly discussed the design review flow amongst staff – updated plans provided by the Architect and immediately disbursed to shift representatives for discussion with the crews → feedback provided to the design team (Chief Bakken, Assistant Chief Cooper and Executive Assistant Wassenaar) → design team then discusses with the General Contractor and Architect. Chief

Bakken the shared the most recent site and floor plans. Notable changes were discussed including storm water retention ponds/basins. Chief Bakken indicated the new site plan has not been vetted with Mason County, so the contractor will need to confirm storm water basins and parking are sufficient to meet Mason County code. Per Chief Bakken we are currently on schedule for breaking ground the first part of next year. He also indicated the Authority has shared a project status update and schedule on social media today.

**Tahuya Station Project Update:** Discussion regarding community input that has been received concerning the status of the project and delay in moving to Phase 2 (remodeling of existing station). Chief Bakken indicated we are finalizing the new apparatus bay and working through the design phase of the new headquarters station in Belfair before moving to Phase 2 in Tahuya. He advised we need to be able to provide the appropriate level of focus which will not be possible until **we** the headquarters station is into the construction phase. Briefly discussed the grand opening plan for the new Tahuya apparatus bay. Per Chief Bakken, the plan has been created and we are currently putting a video together and reaching out to local dignitaries for public comment.

## **NEW BUSINESS**

**Strategic Planning 2020:** Chief Bakken indicated Strategic Plan expires December 2020 and is seeking Board participation on the Steering Committee. Advised this would be a 4-6 month commitment, meeting bi-weekly (most likely via Zoom). Commissioner Quigley and Commissioner Kewish volunteered.

**Policy Review – Admin-02 Ambulance Billing Policy and Procedure:** The purpose of this policy is to ensure the Authority has a system in place to accurately track and audit billing procedures, to ensure that all emergency medical services are appropriately billed.

**Motion made by Commissioner Quigley to approve the revised policy Admin-02 Ambulance Billing Policy and Procedure as presented. Commissioner Severson seconded the motion. Motion carried.**

**Policy Review – Admin-46.1 Electronic Signatures Procedure:** There are a number of approaches to implementing the use of electronic signatures. The technology approach selected should support the minimum standards outlined in this policy.

**Motion made by Commissioner McIntosh to approve the new policy Admin-46.1 Electronic Signatures Procedure as presented. Commissioner Kewish seconded the motion. Motion carried.**

**Policy Review – Train-04 Training Requests and Compensation:** The purpose of this policy is to provide a standardized method for requesting and approving training. This policy also establishes guidelines for reimbursement and compensation to Authority members for training attendance.

**Motion made by Commissioner Miller to approve the revised policy Train-04 Training Requests and Compensation as presented. Commissioner Quigley seconded the motion. Motion carried.**

## **GOOD OF THE ORDER/GENERAL DISCUSSION**

**Public Comment:** None

**CLOSED SESSION RCW 42.30.140 (Collective Bargaining Agreement Strategy Planning) from 5:54 p.m. through 6:38 p.m.**

**With no further business Commissioner Quigley moved to adjourn the meeting. Meeting adjourned at 6:38 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