



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

2/16/2021

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

Meeting held via telephone/videoconference in accordance with Governor Jay Inslee's proclamation 20-28.15

Absent: None

Guests: Ken VanBuskirk

Meeting was called to order at 5:01 p.m. and opened with the Pledge of Allegiance.

FINANCIALS

ADMINISTRATION

Special Use Permit Update: Chief Bakken stated that he received the Special Use Permit approval from the Hearings Examiner today. He explained that he believes the permit goes in front of the County Commissioners for final approval next but is uncertain at this time. He advised that he will find out any next steps as well as a timeline.

COVID-19 Vaccination Clinics: Chief Bakken shared multiple photographs of NMRFA CRT members who are assisting with traffic at the North Mason COVID-19 vaccination clinics on Wednesdays. He indicated the clinics are running smoothly. Chief Bakken also advised that he had the opportunity to assist with the Bremerton clinic today.

OLD BUSINESS

Strategic Planning: Chief Bakken provided an update, explaining that the Steering Committee met last Thursday. Chief Bakken summarized the process thus far, indicating that the Steering Committee reviewed all feedback received from multiple stakeholder groups regarding Core Values and the SWOT Analysis and identified themes. The Strategic Planning Steering Committee then pared the themes down further, identifying the six to seven themes they feel are the most applicable to the NMRFA. Chief Bakken shared the final theme identification data and advised that Executive Assistant Wassenaar will send that information to the Board after tonight's meeting. He further explained that any themes that were not included in the final selection will be added to an Appendix in the Strategic Plan. Chief Bakken then presented the rough draft outline of the Strategic Plan created by Executive Assistant Wassenaar, stating

that goals/objectives and timelines still need to be identified. He also advised that environmental responsibility/stewardship will be built into the plan itself as well as into any implementation/action steps.

Commissioner Quigley requested input from the other Board members regarding accessibility and review throughout the year. Chief Bakken explained that review timelines, accountability and tracking progress will be identified in the “Managing the Plan” section of the Strategic Plan.

NEW BUSINESS

Resolution 21.01 – General Fund Reimbursement: Authorization to reimburse the Authority’s General Expense Fund, from the Capital Construction Fund for expenditures made from the General Expense Fund in 2020, in support of the new Headquarters Fire Station project totaling \$905,362.02.

Motion made by Commissioner Severson to approve Resolution 21.01 as presented. Commissioner Kewish seconded the motion. Motion carried.

Policy Review – Uniforms, Pers-32: Authority personnel will wear a uniform that meets the requirements of this policy to enhance public image, professionalism and employee pride.

Commissioner Quigley requested clarification regarding what changes were made to the original policy. Executive Assistant Wassenaar advised that the new policy identifies the uniform items that are being issued to each of the different NMRFA member groups. She indicated that first responder uniforms are mandated by the Union Collective Bargaining Agreement. Executive Assistant Wassenaar also explained that the policy outlines when each of the different uniforms are to be worn. She also confirmed that Commissioners have been added to the policy.

Policy Review – Member Speech, Expression and Social Media, Pers-41: The policy is intended to provide guidance to Authority members to clarify the boundaries between appropriate and inappropriate use of social media by Authority personnel and to provide guidelines on management, administration and oversight.

Commissioner Quigley requested three minor grammatical corrections, as well as the addition of “gender” to section 4.5 (Prohibited Speech, Expression and Conduct) “Speech or expression of any form made pursuant to an official duty that speaks slightly of any nationality, race, gender, religion or sexual orientation.”

Policy Review – Public Requests for Health Care Records, Admin-26: The purpose of this policy is to provide reasonable safeguards for the security of health care information of all patients.

Motion made by Commissioner Quigley to approve the three (3) revised policies Pers-32, Pers-41 and Admin-26 as presented and amended during the meeting. Commissioner Miller seconded the motion. Motion carried.

Commissioner Quigley asked how a patient authorizes the NMRFA to release medical records. Executive Assistant Wassenaar explained that the patient would complete and sign an Authorization to Use or Disclose Health Information form and return it to the NMRFA. She also confirmed that if the NMRFA denies a patient’s request to review a healthcare record, the record can be released to another provider that is selected by the patient.

GOOD OF THE ORDER

Public Comment: Ken VanBuskirk stated that he was heavily involved with the Special Use Permit process. He also indicated he had sent an email to Chief Bakken earlier today and requested that email be shared with the Board. Chief Bakken confirmed that he forwarded that email to the Board, as well as the SUP approval letter. Mr. VanBuskirk clarified that the SUP does not go to the County Commissioners for approval; Chief Bakken indicated that he would confirm after the Board meeting. Mr. VanBuskirk stated that there is an option to appeal the decision. He also advised the Board that the Hearings Examiner approved the permit with conditions and noted in the approval that there are concerns regarding noise and traffic. Mr. VanBuskirk stated that the requested location on Old Belfair Highway is not the appropriate location for the new fire station and would like the Board to fully review the Examiner’s decision prior to moving forward with the project.

EXECUTIVE SESSION RCW 42.30.110(f) personnel matter; started at 5:46 p.m. – 10 minutes

Commissioner Quigley moved to adjourn the meeting. Meeting adjourned at 5:57 p.m.

BOARD FOR VOLUNTEER FIREFIGHTERS

Present: Commissioner McIntosh, 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 \$100.00 for a volunteer firefighter physical was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice as presented. Volunteer firefighter 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 Paul Severson

Commissioner Brooke Quigley

Commissioner Daniel Kewish

Commissioner Bob Miller