



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

2/9/2021

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: Lieutenant Ryan Cloud; Captain Ryan Cleveland; Ken VanBuskirk

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

The meeting minutes from January 12 and January 19, 2021, were presented for approval.

Commissioner Quigley moved to approve the meeting minutes as presented. Commissioner Severson seconded the motion. Motion carried.

Financial vouchers were presented for review. Chief Bakken explained that there are two sets of vouchers which will continue moving forward. He indicated that one set of vouchers is for the General Expense Fund and the other is for the Headquarters Construction/Project Fund.

A motion was made by Commissioner Severson to approve the expense vouchers under BIAS 21020126 to 21020195 and payroll vouchers under BIAS 210201001 to 210201025 with a total amount of \$472,079.24. Commissioner Kewish seconded the motion. Motion carried.

FINANCIALS

Commissioner Quigley requested that Chief Bakken explain the Budget Position Summary. Chief Bakken explained that there are three separate funds addressed in the summary, including the General Expense Fund, the Construction Fund and the Bond Fund. He further stated the Budget Position Summary shows the revenue and expenditure amounts for each of those funds.

ADMINISTRATION

COVID-19 Update: Chief Bakken advised the COVID-19 vaccination clinic being held at North Mason School District Campus is going well, with two clinics held thus far. He indicated that Peninsula Community Health Services (PCHS) is running the clinic/scheduling; NMRFA is only assisting with logistics. NMRFA CRT

members are assisting with traffic control and the check-in process. Chief Bakken explained that everyone with an appointment at the first clinic received the vaccine, but there were roughly 200 people who were unable to be vaccinated due to the supply being exhausted. He advised that those who were unable to receive the vaccine were scheduled for appointments at the next clinic. He further explained that the second vaccination clinic went even smoother, as PCHS strictly adhered to vaccinating only those with scheduled appointments. Chief Bakken advised that PCHS does not receive the number of allotted doses until the Friday before the clinic. As a result, scheduling appointments is limited to a weekly basis; patients cannot schedule for weeks in advance. He also indicated that beginning tomorrow and moving forward, the clinic will take place weekly from 9:00 a.m. to 3:00 p.m.

Chief Bakken indicated that there is another vaccination clinic (drive thru) being held in Shelton, which may possibly be moving to Ridge Motorsports Park. He further explained that the NMRFA is not involved in that clinic.

Chief Bakken advised that the upcoming concern will be those who are due for their second vaccination, due to supply limitations. He indicated that he needs to touch base with Mason County Public Health to determine next steps for scheduling those patients. Regarding COVID-19 cases, Chief Bakken explained that the overall number of positive cases countywide has been fairly low over the past few weeks; there have also been a limited number of flu cases this season.

Student Wildland Firefighter Program: Chief Bakken briefly discussed the Student Wildland program where the NMRFA takes students who are graduating from high school and partners them with seasoned wildland veterans to fight wildland fires throughout the state. He indicated that students receive a stipend and college scholarship for deploying. Chief Bakken further explained that NMRFA typically provides a presentation at the High School to recruit interested students. To address the inability for NMRFA representatives to go to the High School, Emergency Prevention Specialist Lacey Newman has created a recruitment video; the video includes testimony from both previous and current wildland volunteers. Chief Bakken stated that the application period has been opened, in order to provide enough time for the selection process and training to take place ahead of the wildland fire season. He confirmed the video and application include Captain Ryan Cleveland's contact information and reference the NMRFA website.

Fire Engine Tours: Chief Bakken indicated NMRFA typically provides fire station and engine tours to students, to deliver fire prevention and safety information. Because of the ongoing pandemic, we have been unable to offer these educational tours. As a result, Emergency Prevention Specialist Lacey Newman and Lieutenant Ryan Cloud provided a fire engine tour virtually via Zoom with an early education class. Chief Bakken advised this was a trial run, which went very well. He further explained that the intent is to engage the local daycare centers and homeschooling groups.

Mental Health Program Status: The Request for Qualifications (RFP) has been published and is open until March.

Fire Engine Build Update: Chief Bakken explained that the NMRFA's new fire engine is making progress at the manufacturing plant. He shared multiple pictures of the apparatus so far and indicated he will distribute the photograph packet to the Board following the meeting. Chief Bakken advised we anticipate the engine to be on the line in July, once training is complete.

Tahuya Fire Station Sign: Chief Bakken advised that NMRFA representatives have met with Tahuya Community Club regarding their new reader board sign to be placed outside of the Tahuya Fire Station.

He indicated the sign is set to be delivered to Tacoma on Thursday. Once delivered to Tacoma, we will select a date for delivery in Tahuya, based on volunteer and electrician availability. Chief Bakken stated that he will take pictures as the sign is erected to share with the Board.

Headquarters Station Special Use Permit Update: Chief Bakken provided an update on the Special Use Permit, indicating NMRFA and building designers met with the Mason County Hearing Examiner on January 27. He explained the examiner received a staff report that was developed by Mason County Planning; Mason County Planning did request approval of the project. Chief Bakken advised the hearing included a review of the staff report, followed by a public comment period. He stated a decision announcement is due 10 days after the hearing, which should be tomorrow.

Private Bridge Update: Chief Bakken advised that Emergency Prevention Specialist Lacey Newman and Assistant Chief Cooper have been inspecting bridges within the Authority and creating individualized response plans for each bridge. The response plans have been placed into Active 911 and CAD system at dispatch, providing instruction to the crews when a call is received. He further explained that EPS Newman and Assistant Chief Cooper will continue outreach for those residents who have not yet responded to the request for inspection.

OLD BUSINESS

Headquarters Station Build/Design Update: Chief Bakken advised that design work on the new station continues, and the design team is meeting weekly on Wednesday and Thursday.

Collective Bargaining Agreement (CBA) Ratification: Chief Bakken led a discussion concerning the new Collective Bargaining Agreement draft, stating that there have been no notable changes since the previous discussion in January. He indicated that the focus of the new CBA is to move to a four-shift schedule, adding a D shift. He further explained that this will require NMRFA to hire two additional paramedics and promote a Lieutenant and Captain. Chief Bakken advised that the Union withdrew any requests for wage increase or monetary incentives for the three-year term of the contract, in order to add the new shift. He added that the additional shift is a great benefit to the Authority, as it increases the number of responders per shift; it is also a benefit for retention and recruitment, positively impacting mental health, hours worked and career development. Commissioner Severson confirmed the new schedule is a benefit to both the Union and the Authority. Commissioner McIntosh agreed and commended Captain Cleveland and Lieutenant Cloud for being creative in their proposals. She added that this is a progressive step into the future of the Authority. Commissioner Miller concurred and feels this will be a benefit to the quality of life for responders. Captain Cleveland stated that from a Union standpoint, the labor negotiations process was enjoyable; he also advised the new CBA meets both Union and Authority needs. Chief Bakken explained that implementation would not take effect immediately upon ratification, due to work still necessary to prepare for the additional shift (hiring, promoting and training). He added that the existing CBA will be extended via MOU until the new schedule begins. Commissioner Quigley asked if the schedule or work hours have been determined at this time. Chief Bakken advised that scheduling/hours of work are a work in progress at this time but will be established by the Union. He added that crews will only be working 24 hours at a time, rather than the current 48 hours. Chief Bakken requested ratification of the new CBA.

A motion was made by Commissioner Severson to ratify the proposed Collective Bargaining Agreement as presented. Commissioner Kewish seconded the motion. Motion carried.

Strategic Planning: The next meeting is scheduled for this Thursday at 10:00 a.m.

NEW BUSINESS

Administrative Contract Review Memorandum: Chief Bakken explained that multiple conditions in administrative employee contracts have been tied to the Union contract for consistency. He added that the new Union CBA focuses on an alternate schedule at the expense of monetary increases over the three-year term of the contract. Chief Bakken is requesting that the Board entertain a process to review administrative contracts independently from the annual October review, understanding that the schedule change does not benefit administrative employees. Commissioner McIntosh agreed that a discussion surrounding those contracts is warranted, specifically with regard to the Cost-of-Living Adjustment (COLA). Commissioner Severson concurred, advising that the Day Shift Union employees not benefitting from the schedule change were addressed in the new Union CBA.

Command Vehicle Acquisition Request: Assistant Chief Cooper explained the NMRFA currently has a 10-year-old command response vehicle, a 2010 Chevrolet Tahoe. The NMRFA Spec Committee is requesting replacement of the Tahoe with a 2021 Ford Explorer Severe Service SUV, for a total cost not to exceed \$60,000. Assistant Chief Cooper explained that the Tahoe will be moved into a staff vehicle position, to provide separate vehicles for the Community Outreach Coordinator and Emergency Prevention Specialist. He also indicated the requested vehicle is the same Explorer that State Patrol utilize. There was a brief discussion regarding the optional hybrid powertrain. Assistant Chief Cooper stated that the hybrid model gets up to 28 miles per gallon, with no loss of power. Chief Bakken indicated that the majority of the vehicle purchase (\$45,000) will be covered through carryover from the 2020 budget.

A motion was made by Commissioner Quigley to approve the purchase request for the 2021 Ford Explorer Severe Service SUV command vehicle as presented. Commissioner Miller seconded the motion. Motion carried.

Emergency Management Campus Update: Chief Bakken advised that there have been several back-and-forth emails with Mason County Commissioners regarding the Emergency Campus Project/Partnership. He indicated he has had sporadic conversations with multiple Commissioners about the project but has not provided a full update in recent months. He further explained that he received an email and phone call from Frank Pinter, who has added a project discussion to the Mason County Commissioner Meeting Agenda, to be held on March 22 at 9:00 a.m. Chief Bakken requested NMRFA Commissioner attendance for that meeting. Commissioner Severson indicated he will attend; Commissioner McIntosh indicated she will tentatively attend.

GOOD OF THE ORDER

Headquarters Station Solar Panels: Commissioner Quigley advised that she would like to discuss the potential for solar panels at the new station. She feels now would be an appropriate time to determine options, since the electrical design is currently being developed. Chief Bakken indicated he will bring the discussion to the next design meeting, scheduled for tomorrow at 1:00 p.m.

Public Comment: None

Commissioner McIntosh moved to adjourn the meeting. Meeting adjourned at 6:14 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Paul Severson

Commissioner Brooke Quigley

Commissioner Daniel Kewish

Commissioner Bob Miller