



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

4/20/2021

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: None

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

FINANCIALS

Chief Bakken presented and reviewed the April 2021 Budget Summary. He stated that we have not yet seen the bulk of our tax revenue but expects that to increase through April. He also indicated that both ambulance and GEMT revenue is as predicted. Chief Bakken advised that we have received a payment of \$18,000 from Wildland DNR Revenue for last year's wildland season and expects additional payments in the future. He also explained that we executed the transfer from the Construction Fund to Capital Contingency, as well as the transfer from the Bond Fund to Capital Contingency.

ADMINISTRATION

Burn Ban: Chief Bakken explained that DNR implemented a "Rule Burn Ban" effective last Friday. Additionally, Mason County has implemented a county-wide ban of outdoor burning effective today. Chief Bakken clarified that recreational burning is still allowed and anticipates both restrictions will be temporary and likely lifted when the rain returns.

North Shore Road Paving: Chief Bakken stated the Department of Transportation will be repaving North Shore Road beginning May 3. He explained that all work will be performed during the day and the project should take roughly one month.

OLD BUSINESS

Headquarters Fire Station: Chief Bakken advised that the Grading Permit for the new station was approved yesterday at 4:00 p.m. He also advised that we do not have a building permit at this time but

anticipates approval any day. Additionally, he explained that since the grading permit is now in hand, TRICO would like to host a groundbreaking ceremony.

Mental Health Program Update: Chief Bakken provided an update on the Mental Health Program, stating that Commissioner Quigley, the Chiefs, Captain Cleveland, Administrative Assistant Morgan and Executive Assistant Wassenaar met with Lea Sullivan to discuss program development. Next steps for the project will be to work with Lea to create a contract for services, which Chief Bakken anticipates being available to the Board for the May Commissioner meetings.

Retention Committee Meeting: Commissioner Miller provided a brief update, indicating that Commissioner Severson will be leaving the Committee. Commissioner Quigley asked about Union participation and if there continues to be a need for the Committee. Commissioner Miller confirmed there is a need for the Committee and would like to focus on increased communication. Commissioner McIntosh volunteered to join the Retention Committee moving forward.

Administrative Employee COLA Review: Commissioner McIntosh advised that she received the information provided by Chief Bakken from the other fire districts in the region. She stated that the average increase was 2%. Commissioner McIntosh requested an increase for administrative employees of 2% over the next three years. Chief Bakken recommended to retro-actively implement the increase, to be effective January 1, 2021. Commissioner McIntosh confirmed the increase would take effective retro-actively.

A motion was made by Commissioner McIntosh to implement a COLA increase of 2% for each of the next three calendar years retroactive to January 1, 2021, of for all Administrative Employee contracts. Commissioner Miller seconded the motion. Motion carried.

NEW BUSINESS

Surplus Ambulance Gurneys: Chief Bakken explained that when we received the grant-funded power gurneys, the existing gurneys were taken out of service. We have since attempted to get rid of the old gurneys, however, because of the COVID-19 pandemic, no one will take them. Chief Bakken requested to surplus a total of five (5) ambulance gurneys determined to be at scrap metal value (serial numbers to be added to minutes). Serial Numbers:

031139548
040535957
040739605
060840212
030739132

A motion was made by Commissioner Quigley to surplus the five (5) ambulance gurneys for scrap metal. Commissioner McIntosh seconded the motion. Motion ~~carried~~ passed with one abstention from Commissioner Kewish.

Ambulance Bid Request: Chief Bakken requested approval to go to bid for a new ambulance once the bid is prepared. He clarified that the Board is not awarding a contract, just approving the request to go to bid.

A motion was made by Commissioner Kewish to approve the bid request for the purchase of a new ambulance. Commissioner Quigley seconded the motion. Motion carried.

TCC Thank You Letter: Commissioner Quigley drafted a Thank You letter to the Tahuya Community Club members for the purchase and installation of the new reader board sign at the Tahuya fire station. Commissioner McIntosh expressed her support for the drafted letter.

GOOD OF THE ORDER

Drug Takeback Boxes: Commissioner McIntosh asked if there are any in prescription takeback boxes in the North Mason area. Chief Bakken explained that there are secure boxes located at RiteAid and Peninsula Community Health Services (PCHS).

Apartment Building Complex: Commissioner Quigley asked about the new construction in the Belfair area. Chief Bakken explained the new apartment complex will include a total of 300 units with 6 or 7 towers. He confirmed the existing clearing above McDonald's is for that apartment complex.

Public Comment: None

With no further business the meeting was adjourned at 5:48 p.m.

BOARD FOR VOLUNTEER FIREFIGHTERS

Present: Commissioner McIntosh, Assistant Chief Cooper, Executive Assistant Wassenaar, Volunteer Alexander Crosthwaite

Meeting was called to order at 5:49 p.m.

The 2020 Pension Participation Certification Form was presented for review and approval. **Assistant Chief Cooper moved to accept the Certification Form as presented. Volunteer firefighter Crosthwaite seconded the motion. The motion carried.**

An invoice in the amount of \$200.00 for volunteer firefighter physicals was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice. Volunteer firefighter Crosthwaite seconded the motion. The motion carried.**

With no further business Commissioner McIntosh adjourned the meeting 5:51 p.m.

Immediately following the meeting, a formal Pinning Ceremony was held for Lieutenant Ryan Cloud.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Paul Severson

Commissioner Brooke Quigley

Commissioner Daniel Kewish

Commissioner Bob Miller