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

**Meeting Minutes**

**Via Telephone/Videoconference**

**5/18/2021**

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

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

**Absent:** Chief Bakken

**Guests:** None

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

**FINANCIALS**

One financial voucher was presented for review.

**A motion was made by Commissioner Kewish to approve the expense voucher under BIAS 210503001 in the amount of \$22,661.67. Commissioner Quigley seconded the motion. Motion carried.**

**ADMINISTRATION**

**COVID-19 Vaccination Clinics:** Assistant Chief Cooper provided an update on the ongoing vaccination clinics, explaining that vaccines have been opened for all individuals aged 12 years and older. He advised that the upcoming clinic tomorrow has availability for up to 400 appointments for the second vaccine only and will close at noon. Assistant Chief Cooper also stated that Tony with PCHS has asked if NMRFA would be able to provide EMS support for upcoming COVID-19 clinics to be held on the Bremerton/Seattle ferry; he will be following up with PCHS.

**2021 Safety Days:** Assistant Chief Cooper explained that Safety Days will be held in June before school closes. He advised that the dates have been set and NMRFA will be the only participating agency. He also indicated that a list for volunteers has been posted by Emergency Prevention Specialist Lacey Newman.

**Recognition Dinners:** Assistant Chief Cooper advised that the decision has been made to hold three recognition dinners to celebrate significant anniversaries and awards. He explained that the annual dinner has been delayed multiple times due to COVID-19 and recognizing Authority members should not be delayed further. He further stated that we may still host an annual department dinner toward the end of the year.

**Apparatus Update – Ambulance Bid:** Assistant Chief Cooper stated that we are currently out to bid for a new ambulance and that the bid closes on May 26. He also indicated there will be a recommendation to the Board in June.

**Apparatus Update – New Fire Engine:** Assistant Chief Cooper explained that he reached out to Rosenbauer to schedule a final inspection which he anticipates will occur in June. Executive Assistant Wassenaar shared multiple progress pictures of the engine with the group.

**Apparatus Update – New Water Tender:** Assistant Chief Cooper advised that we are currently awaiting delivery of the chassis and that once the chassis is received, it will go to the factory for assembly. He explained there is a 300-day turnaround so the tender should be available to the NMRFA in November 2021.

**Education Update – Pump Academy/Tender Class:** Assistant Chief Cooper stated that he has been working with the pump instructor from the North Bend Fire Academy to create a Pump Academy class specifically for Mason County that will be tailored to rural pumping; class will be held. He also indicated that we will be holding a Tender class to be instructed by Outreach Coordinator Robert Collamore.

**Education Update – Fire Academy:** Assistant Chief Cooper indicated the NMRFA currently has three recruits in the Fire Academy that began May 6 - Lucas Roessel, Chris Wright and Travis Wilson. He stated that graduation is scheduled July 30.

**Education Update – Paramedic School (Tacoma Community College):** Assistant Chief Cooper explained that NMRFA has had two members apply to Paramedic School and both were accepted – Outreach Coordinator Robert Collamore and Firefighter/EMT Victor Quiroz. He stated that the school begins in June and is roughly 10 months long. He further explained that Victor will return to shift as a paramedic and that a plan for Robert will be developed after graduation. Commissioner Quigley asked if Robert’s position as the Outreach Coordinator will change. Assistant Chief Cooper advised that details have not yet been defined but that Robert will work as paramedic in Tahuya until a position opens on shift.

## **OLD BUSINESS**

**Strategic Planning Update:** Assistant Chief Cooper stated that the last Strategic Planning Steering Committee meeting was cancelled. Commissioner Quigley provided a brief update, explaining that Chief Bakken had requested additional feedback on specific action items and that Executive Assistant Wassenaar has added the information received to the planning document. Commissioner Quigley also indicated that she has gone through the planning document to ensure that language used is consistent throughout. Executive Assistant Wassenaar explained that she and Administrative Assistant Sarah Morgan are currently reviewing the planning document and creating specific actionable goals and objectives. She also indicated that there is not a date for the Steering Committee to meet scheduled at this time.

**Mental Health Program Update:** Executive Assistant Wassenaar provided a brief update, indicating that she is currently working on developing a contract with the proposer Lea Sullivan. She explained that she had met with Captain Cleveland and Chief Bakken to develop an initial scope of work which has been entered into the contract. She also stated that this is a fluid document that will continue to develop over time and that there is not yet an estimated date to have it finalized.

**Station 27 HVAC System:** Assistant Chief Cooper advised that we received two bids for the replacement of the Station 27 HVAC system, explaining that both comply with the criteria published in the bid request. Assistant Chief Cooper recommended acceptance of the bid from AirMasters, stating that their bid was lower than that from Dana's and includes Mitsubishi equipment which performs more efficiently in our local climate and includes a longer, seven-year warranty.

**Motion made by Commissioner Severson to accept the bids from Dana's Heating and Cooling Inc. and AirMasters as presented. Commissioner Kewish seconded the motion. Motion carried.**

**Motion made by Commissioner Miller to accept the AirMasters bid for replacement of the Station 27 HVAC system as presented. Commissioner McIntosh seconded the motion. Motion carried.**

## **NEW BUSINESS**

**Generator Surplus:** Assistant Chief Cooper requested the Board approve the surplus of two fire station generators. He explained that the 1963 generator is currently housed at the Collins Lake station and is no longer functioning. He also indicated that that station has since been fitted with a new generator. Assistant Chief Cooper also explained that Station 24 also has a non-functioning generator to be surplused. He indicated that both generators are not economical to repair and are valued at less than \$1500 combined. He stated that a plan for removal will be developed following approval to surplus which can include public auction or sealed bid processes.

**Motion made by Commissioner Quigley to surplus the Onan and John Deere generators. Commissioner Kewish seconded the motion. Motion carried.**

**Policy Review – Suicide Response, Ops-33:** The purpose of this policy is to ensure that Authority responders are prepared for and effectively respond to suicide situations in which the MCSO does not physically respond, to clear and/or assist the scene of a suicidal subject.

**Motion made by Commissioner Quigley to approve the new policy Suicide Response, Ops-33 with one amendment to section 3.2. Commissioner Miller seconded the motion. Motion carried.**

**Policy Review – Volunteer BLS Reimbursement, Admin-34:** The North Mason Regional Fire Authority will reimburse volunteers for costs associated with providing Basic Life Support (BLS) service and assistance. The purpose of this policy is to provide a cost reimbursement standard and procedure for volunteers who provide BLS.

Commissioner Miller asked if the \$25 reimbursement per transport was sufficient. Assistant Chief Cooper confirmed that he felt the amount was appropriate.

**Motion made by Commissioner Kewish to approve the revised policy Volunteer BLS Reimbursement, Admin-34 as presented. Commissioner Quigley seconded the motion. Motion carried.**

**Public Comment:** None

## **GOOD OF THE ORDER**

**With no further business Commissioner McIntosh moved to adjourn the meeting. Meeting adjourned at 6:05 p.m.**

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Authority Secretary Renee Wassenaar

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Commissioner Kelley McIntosh

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Commissioner Paul Severson

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Commissioner Brooke Quigley

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Commissioner Daniel Kewish

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Commissioner Bob Miller