



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy, Belfair WA

Telephone/Videoconference Option

9/14/2021

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

The meeting was held in-person with a telephone/videoconference option available.

Absent: None

Guests: None

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

The meeting minutes from August 10, 17 and 24, 2021, were presented for approval.

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

FINANCIALS

Financial vouchers were presented for review. Chief Bakken provided a brief update, stating that we are currently 75% through the year. He explained that this will be the highest revenue year-to-date due to GEMT and timber tax revenue. He further stated that we are currently on budget for expenditures.

A motion was made by Commissioner Kewish to approve the payroll and expense vouchers under BIAS 210902001 to 210902086 in the amount of \$349,501.54 and expense vouchers 210901001 and 210901002 in the amount of \$512,680.02. Commissioner Miller seconded the motion. Motion carried.

ADMINISTRATION

Upcoming Disaster Fair: Chief Bakken stated that the Fire Authority will be participating in an all-day emergency preparedness fair at QFC on Friday, September 17th. The event is being hosted by the Department of Emergency Management (DEM) which begins at 9:00 a.m. Chief Bakken indicated that the Fire Authority's emphasis will be on flood control and diversion as well as recruiting for CRT. He also advised that DEM Director Ross McDowell is no longer with DEM, leaving no DEM Director or interim in Mason County.

2022 Budget Preparation: Chief Bakken stated that budget preparation is underway, and an initial draft will be presented to the Board in October.

COVID-19 Update: Chief Bakken indicated COVID-19 cases appear to be plateauing in the last week with 15 new cases today and 6 individuals currently hospitalized. He also explained the impact of staffing in local hospitals on emergency room traffic and hospital admissions.

New Fire Engine: Chief Bakken advised the new fire engine has arrived and is currently being outfitted by Assistant Chief Cooper, Lieutenant Rhead and Captain Cleveland. Once crews are trained, the engine will be placed into service.

OLD BUSINESS

Headquarters Station Construction Update: Chief Bakken provided an update stating that construction progress continues on the new building. He advised that the team recently worked through an issue with the sprinkler system permit, which has since been approved. Chief Bakken also stated that the Carpenters Union is scheduled to strike on Thursday; it is unclear at this time if our project will be impacted.

Chief Bakken advised that the CAC is scheduled to tour the new station at their next meeting on October 11; he would like to take the Commissioners through at the October Board meeting as well.

Law Enforcement Update: Chief Bakken stated that there are continuing discussions with law enforcement regarding response procedures. MCSO is deferring most mental health calls to fire, specifically requesting fire respond. Chief Bakken indicated that Chief Spurling has requested to be notified of every call that is transferred from MCSO to fire inappropriately.

Bid Review – Diesel Exhaust Removal System: Assistant Chief Cooper presented the bid for an exhaust removal system for the new headquarters station, indicating that one bid was received from Air Exchange in the amount of \$117,128.20. He explained that there was extensive discussion regarding whether to install a source-capture vs. a positive pressure system in the new station, weighing cost and health benefits. Ultimately, the team decided to move forward with source-capture exhaust removal.

Motion made by Commissioner Kewish to accept and award the bid for the exhaust removal system from Air Exchange as submitted. Commissioner Miller seconded the motion. Motion carried.

Strategic Plan Draft Review: Commissioner Quigley advised that CAC member Jinx <Cromwell> had reached out to her and stated the plan was great. She wanted to ensure that the adoption date listed in the plan is changed to September; Chief Bakken confirmed that it will be updated.

Motion made by Commissioner McIntosh to adopt the 2022-2026 Strategic Plan as presented. Commissioner Severson seconded the motion. Motion carried.

NEW BUSINESS

Headquarters Station Furniture Proposal: Chief Bakken stated that furnishings for the new station are not included in the construction contract so will need to be purchased separately. The Fire Authority reached out to Watson Furniture which is a local company (Poulsbo). Chief Bakken stated that the

furniture will be purchased through the GSA contract, resulting in a 50-60% discount from the initial list price.

Direction received from the Board (no objections) to move forward with the Watson Furniture proposal.

Commissioner Quigley asked about physical security of the reception area at the new station. Chief Bakken encouraged the Board to discuss as a group if they would like to add “unlocked” business hours in the future or continue to maintain a closed facility. The discussion was tabled for the time being.

Policy Review – Mission, Vision, Core Services and Core Values: Chief Bakken stated that with the adoption of the new Strategic Plan, Fire Authority policy Admin-33 was revised to align with the updated plan.

Motion made by Commissioner Quigley to approve the revised policy Mission, Vision, Core Services and Core Values, Admin-33 as presented. Commissioner McIntosh seconded the motion. Motion carried.

Mason County Fire Commissioners and Fire Chiefs Association Joint Meeting: Commissioner McIntosh briefed the group, stating that there was an extensive discussion regarding the COVID vaccination mandate and how the different agencies are handling it. Many smaller and largely volunteer departments stand to have the greatest impact, with some departments being forced to temporarily close. The meeting also included conversations regarding mental health and the increasing concerns with law enforcement response. Commissioner McIntosh stated that there is another meeting scheduled for November 4, 2021.

Badge Pinning/Probation Celebration: Scheduled for September 21st at 5:00 p.m.

Public Comment: None

EXECUTIVE SESSION RCW 42.30.110(g) personnel matter; started at 5:59 p.m. – 15 minutes

GOOD OF THE ORDER

With no further business Commissioner McIntosh moved to adjourn the meeting. The meeting was adjourned at 6:11 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Paul Severson

Commissioner Brooke Quigley

Commissioner Daniel Kewish

Commissioner Bob Miller