



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy, Belfair WA

Telephone/Videoconference Option

1/11/2022

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

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 December 14 and 21, 2021, were presented for approval. Commissioner Quigley requested that "Hospital District" be referred to in the meeting minutes as Hospital District 2. Executive Assistant Wassenaar will update the December 14 meeting minutes to reflect that change. Commissioner Quigley also asked about the schedule for Safety Days (as noted in the December 14 meeting minutes). Chief Bakken clarified that Safety Days was previously held during two full days of school; beginning last year and moving forward for 2022, we will be scheduling the event across four half-days instead.

Commissioner Quigley moved to approve the meeting minutes with minor correction. Commissioner Miller seconded the motion. Motion carried.

FINANCIALS

Financial vouchers were presented for review. Commissioner Quigley questioned Chief Bakken's line item on the Budget Position Report. Chief Bakken reviewed the line and indicated that the Salary/Wages and Benefit fields had not been entered. At the request of Commissioner Quigley, Chief Bakken also reviewed Captain Cleveland's line item. He stated that there is a separate fire equipment field that has not yet been entered. Chief Bakken advised that he will have Executive Assistant McCormick complete those line items and will send a corrected Budget Position Report to the Board first thing tomorrow morning. Commissioner Quigley also asked if the Fire Authority has received any government funding for COVID; Chief Bakken indicated that two separate rounds of funding assistance were received for added equipment and personnel cost.

A motion was made by Commissioner Kewish to approve the payroll and expense vouchers under BIAS 220101001 to 220101082 in the amount of \$397,890.24 and expense vouchers 220102001 to 220102003 in the amount of \$839,613.41. Commissioner Severson seconded the motion. Motion carried.

Chief Bakken stated that he will present the Board with the January summary and end of year report for 2021 at the next meeting. He also indicated that there is a carryover of \$680,000 that will be placed into the 2022 Capital fund. Chief Bakken advised that he will be putting together two or three training sessions at the end of January and beginning of February for interested Board members to review budget/financial documents.

ADMINISTRATION

COVID-19 Update: Chief Bakken provided an update, stating that cases continue to rise, with 362 new cases documented over the last three days. He indicated that the Fire Authority continues to follow updated CDC guidelines regarding testing, masking and quarantining. He also stated that we have obtained 100 rapid tests sourced through the Department of Emergency Management that will allow us to test internally, should anyone begin to experience symptoms ~~will~~ while on-shift.

WA State Audit: Chief Bakken advised that the Audit Manager was stranded in North Carolina for three weeks, delaying the audit closure. He stated that he and Executive Assistant McCormick have a closure meeting tomorrow and an exit interview will follow. Chief Bakken advised that all Commissioners may join the exit interview; Commissioners Quigley and Miller stated they would like to participate.

Winter Storm Recap: Chief Bakken provided a brief recap of recent storm activity, stating that a great amount of rain was met with an extreme high tide. Because of the combination of rain and tide, many local rivers and streams were backed up and overflowed, primarily along North Shore Road. The Fire Authority provided sandbags over the weekend and have been assessing damage across the region. An estimated 35 buildings sustained flood damage, which has been reported to the Department of Emergency Management. Chief Bakken stated that damage is reported to DEM to assist with securing state and federal funding. He also stated that although we continue to experience ongoing rain, he does not anticipate further damage since the tide has receded and much of the snow has melted.

Cardiac Arrest Save: Chief Bakken stated that Student Volunteer Lucas Roessel responded to a cardiac arrest, providing CPR until paramedic Travis Wilson arrived. The patient did code during transport, but with the continued efforts of the crew, the patient was delivered to the hospital alive.

Volunteer Fire Academy Graduation: Chief Bakken stated that Fire Authority volunteers Nani [Tupolo] and Shawn [Berry] recently graduated from the Mason County Volunteer Fire Academy that the Fire Authority hosted. He thanked Captain Jess Fulkerson for serving as the primary Drill Instructor throughout the duration of the academy, as well as Assistant Chief Cooper and Public Safety Support Specialist Sarah Morgan for organizing the academy and graduation event.

RAP Program Update: Chief Bakken indicated that RAP Training was initially scheduled for the beginning of January but has been delayed to the last week, due to the storm activity and increase in COVID cases locally. He is hoping to hold that training in-person but will be via Zoom if needed. Chief Bakken clarified that the training is currently scheduled for January 25 and 27, which will coincide with the start date of the new Emergency Prevention Specialist.

OLD BUSINESS

Headquarters Construction Update: Chief Bakken stated that the cement pour for the apparatus bay is complete, the concrete floors have been polished, cabinets are going in and walls are painted. He

indicated there continue to be concerns regarding the apparatus bay doors (rear), as they will not be delivered until April. He also advised that the stormwater ponds continue to be a concern; due to the amount of rain received lately, the ponds are currently at and potentially over-capacity. A mitigation plan has been created by the engineers, but unfortunately much of those efforts are reliant on the ponds drying out.

Commissioner McIntosh asked Chief Bakken to solidify capacity in the new building training room for the Region 9 conference scheduled for March. Commissioner Severson advised that the parking lot may not be paved at that time. Chief Bakken stated that he will meet with TRICO to discuss further.

Public Information Officer Description, Pers-49: Chief Bakken presented the new description/policy for the Public Information Officer (PIO) role.

Purchasing Procedures and Procurement of Public Works Projects, Admin-27: Chief Bakken presented the modified Admin-27 Policy. In accordance with RCW 39.34, the Authority may use another agency's contract for purchases or public works. Commissioner Quigley asked for clarification on Section 4.3. Chief Bakken stated that the word "procure" needs to be added.

Motion made by Commissioner Quigley to ~~approve the~~ approve the new policy Pers-49 Public Information Officer (PIO) as presented, as well as revised policy Admin-27 Purchasing Procedures and Procurement of Public Works Projects with single correction. Commissioner McIntosh seconded the motion. Motion carried.

NEW BUSINESS

2022 Board of Commissioners Elections: To be held at the next Board meeting.

Fire Chief Evaluation: Chief Bakken advised that he is due for his next evaluation.

EXECUTIVE SESSION RCW 42.30.110(b) – To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; started at 6:00 p.m.; 15 minutes

Public Comment: None

GOOD OF THE ORDER

Commissioner Severson commended the Fire Authority crews for fire response in his neighborhood. Chief Bakken stated that the fire occurred during the storm response. He also advised that previous CRT member Heath Demers also passed away that day.

Commissioner Quigley thanked Assistant Chief Cooper and Commissioner McIntosh for attendance at the CAC meeting. She would like to discuss the CAC meeting at the next meeting.

Commissioner McIntosh stated that there is a county-wide Commissioner meeting scheduled for this Thursday at 6:00 p.m. via Zoom.

With no further business Commissioner McIntosh moved to adjourn the meeting. The meeting was adjourned at 6:26 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Paul Severson

Commissioner Brooke Quigley

Commissioner Daniel Kewish

Commissioner Bob Miller