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

**Meeting Minutes**

**490 NE Old Belfair Hwy, Belfair WA**

**Telephone/Videoconference Option**

**8/9/2022**

**Present:** Commissioners Severson, Miller, Kewish, Quigley and McIntosh; Executive Assistant Wassenaar; Assistant Chief Cooper; Chief Bakken

**Absent:** None

**Guests:** None

Meeting was called to order at 5:00 p.m. and opened with the Pledge of Allegiance.

The meeting minutes from July 12 and 19, 2022, were presented for approval.

**Commissioner McIntosh moved to approve the meeting minutes as presented. Commissioner Kewish seconded the motion. Motion carried.**

**FINANCIALS**

Financial vouchers were presented for review.

**A motion was made by Commissioner McIntosh to approve the payroll and expense vouchers under BIAS 220801001 to 220801097 in the amount of \$667,471.77 and expense voucher under BIAS 220802001 in the amount of \$40,462.69. Commissioner Miller seconded the motion. Motion carried.**

**ADMINISTRATION**

**Apparatus Wheel Locks:** Chief Bakken stated that following the incident last month with the ambulance wheel, the Fire Authority has ordered locking **sensors indicators** for apparatus wheels. The **sensors indicators** will be installed as the tires are changed on the vehicles.

**Hood Canal Summerfest:** Chief Bakken stated that Hood Canal Summerfest (previously Taste of Hood Canal) will be held on Saturday, August 13<sup>th</sup> at Belfair State Park. He advised that the Fire Authority will be selling breakfast to vendors in the morning, as well as hamburgers to the public throughout the rest of the day.

**Don Cady Funeral:** Chief Bakken indicated the funeral for Don Cady will be held on Sunday, August 14<sup>th</sup> at Belfair Baptist Church. Commissioner Quigley asked if it was at the church, as she had been informed it was at The HUB. Chief Bakken stated that he will confirm the location, but The HUB may be correct.

**NMRFA Wildland Deployments:** Chief Bakken stated that the Fire Authority sent Brush 21 to the Lind fire last week, which returned after a 1.5-day deployment. He also explained that Fire Authority Paramedic Travis Wilson deployed to the Vantage fire as a fire line medic; Travis will not be performing in a firefighting capacity. Assistant Chief Cooper indicated that Travis is deployed as a DNR single source, so is not limited to the standard 14-day deployment; he may be transferred to another fire if needed. Chief Bakken confirmed there will be thunderstorms tonight, but are anticipated primarily in the Cascades, moving east. He also explained that Mason County continues to have DNR vehicles located within the county at this time.

**Station 21 Monument Sign:** Assistant Chief Cooper advised that Randy Hanson at Hanson Signs has provided a bid for the new monument/readerboard sign, which will include permitting through Mason County. He stated that the Firefighters Association received a grant for \$25,000; additionally, the Fire Authority sold the surplus QRT bus (initially purchased for \$1) for \$6500 and provided the funds to the Association, which will be used for the balance of the sign.

**Mason County Chaplain Program:** Chief Bakken stated there will be an in-house Mason County Chaplain Academy in September/October. He explained that he has no concerns in the North Mason area; the Fire Chiefs Association is seeking potential Chaplains throughout the remainder of the county. Commissioner McIntosh stated that there is a Mason County Fire Commissioners meeting coming up; Chief Bakken would like to present briefly at that meeting.

**Mason County Coroner:** Chief Bakken stated that Fire/EMS has been assisting the coroner more regularly, as the Sheriff's Office is no longer responding unless absolutely necessary. Additionally, the coroner is taking longer than normal to respond, and Fire/EMS is performing much more of the coroner function. He indicated that staffing and budget have not changed for the Coroner's Office in many years. The Mason County Fire Chiefs Association recently met with the coroner and MCSO Chief Ryan Spurling, explaining that EMS is available to assist when necessary, but not when the request is due to their own resource limitations. Chief Bakken stated that the coroner requested to double her budget, which was initially supported by Mason County. During the County Commissioner meeting, the coroner implied to the Board that Fire/EMS no longer want to assist the Coroner's Office, which upset some of the Board members. He explained that the Fire Chiefs Association and the Sheriff's Office are currently working with the coroner to present her request in a way that will be more supported.

**New Water Tender:** Assistant Chief Cooper explained that the new water tender is currently being outfitted in Spokane and will arrive by Thursday.

**Grant Announcements:** Chief Bakken stated that AFG grant announcements have begun and that the Fire Authority submitted for a ladder apparatus, SAFER (staffing), automatic CPR devices and fire prevention/safety. He also indicated that scoring is currently underway for the ARPA grant; the Fire Authority requested funding for the Mobile Integrated Health Program. He stated that there is \$6.6M available for the second round and there are currently \$26M worth of requests.

**Recent NMRFA EMS Calls:** Assistant Chief Cooper provided a brief update on recent notable calls. He stated that new Paramedic Victor Quiroz had two cardiac saves last week. Additionally, there was a car in a ravine that caught on fire near Twanoh State Park. Fire Authority Captain Cloud, responding from his nearby residence, was able to stabilize the patients and extinguish the fire before units arrived. Assistant Chief Cooper also discussed the fire at Glacier West Storage. He explained that preliminary investigations

indicate there were flammable liquids and rags being stored, which combusted on the hot day. Crews were able to limit fire damage to the four initial units that caught fire, with only water and smoke damage to the others.

**Budget Process:** Chief Bakken stated that budgeting is currently underway, and Executive Assistant McCormick provided line-item managers with a template to be used in concert with the Strategic Plan to develop the budget. Chief Bakken is hoping for a budget preview to the Board in September or October at the latest.

## **OLD BUSINESS**

**Headquarters Station Construction Update:** Chief Bakken indicated that most remaining punchlist items have been addressed and the official Certificate of Occupancy has been received from Mason County. He also explained that we are currently working with TRICO to confirm the beginning and end dates for the one-year warranty period. In addition, a landscaping RFP has been developed to help manage the property, and a riding lawn mower has been purchased.

**Surplus Update:** Assistant Chief Cooper stated that the surplus QRT bus recently sold for \$6500; the proceeds were given to the Firefighters Association for the new readerboard sign. Additionally, we are advertising the 1975 International on Facebook Marketplace and Craigslist. He explained that we will accept sealed bids until August 19<sup>th</sup>. Assistant Chief Cooper indicated that the 1981 Ford engine will be sold next, but additional research is needed to determine an opening bid price and where to advertise.

**Retention Update:** Chief Bakken stated that Community Outreach Coordinator Robert Collamore is now a paramedic and will be moving to shift in November. We have a paramedic with Tacoma Fire who is potentially interested in filling the open COC position. He explained that she rode with the Fire Authority during paramedic school and lives on the Key Peninsula. A testing process is currently being developed for the COC position.

**PA Program Update:** Chief Bakken indicated that Dr. Hoffman will be filing the Medical Practice Plan with WA state shortly to establish the scope of work that PA Adam Boyd will be performing. Additionally, the Fire Authority is currently working with our existing insurance company to ensure we have appropriate coverage in place. He explained that the PA Job Description and MOU are currently being developed with the Union, and there will be an all staff meeting in September to discuss the new program. Chief Bakken indicated there will need to be another joint meeting of the Boards of the Fire Authority and Mason County Public Hospital District #2. He would like to sign an interlocal agreement at that time.

**Public Comment:** None

## **GOOD OF THE ORDER**

Commissioner McIntosh asked what the deadline was for the article requested by the Washington Fire Commissioners Association regarding the RAP program. Chief Bakken stated that it is due by the end of August.

Chief Bakken advised that he and Emergency Prevention Specialist Abe Gardner presented to the Association of Washington Cities a while back regarding employee health and wellness; they will be presenting again at the AWC Annual Conference in October.

Commissioner Quigley asked about the new emergency/urgent care facility being developed in Bremerton. Chief Bakken explained that the original Bremerton medical facility was closed due to a lack of staff and resources; he is unsure how the new facility will be staffed.

Commissioner McIntosh asked for a status update on the old Station 21. Chief Bakken stated that the building blueprints have been provided to Mason County, and Public Works is currently reviewing them to determine how to move forward. He also advised that he is meeting Thursday with John Taylor from the Department of Emergency Management, who has been able to secure funding for a North Mason Emergency Operations Center. He does not currently have specific dates for agencies to move in but is confident there will be movement by the end of the year.

Commissioner McIntosh requested an update on impact fees. Chief Bakken confirmed the Mason County Fire Chiefs Association drafted a letter to Mason County; the county is currently discussing the letter but has not yet formally responded.

Construction behind the Belfair Post Office was discussed by the group. Chief Bakken stated the entire apartment complex is for sale for \$80M. At this time, there are some towers nearing completion, with others still under construction. The developer is currently seeking approval from the county to begin leasing the finished buildings, while the others are under construction. Chief Bakken also addressed the new homes being built, explaining that the submitted plans included sprinklers. The developer is now requesting to remove the sprinklers and add additional egress, in an effort to reduce cost. The Fire Marshal, with Fire Authority support, will be requiring them to modify the hydrant system if the sprinklers are removed. This will ultimately increase the cost to the developer.

**Commissioner McIntosh moved to adjourn the meeting. The meeting was adjourned at 6:24 p.m.**

#### **BOARD FOR VOLUNTEER FIREFIGHTERS**

**Present:** Commissioner Severson, Assistant Chief Cooper, Executive Assistant Wassenaar, Volunteer Katelyn Daykin

Meeting was called to order at 6:26 p.m.

One (1) invoice in the amount of \$115.00 for volunteer physicals was presented for review and approval. **Assistant Chief Cooper moved to approve the invoices. Volunteer firefighter Daykin seconded the motion. The motion carried.**

**With no further business Commissioner Severson adjourned the meeting 6:27 p.m.**

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Authority Secretary Renee Wassenaar

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Commissioner Paul Severson

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Commissioner Bob Miller

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Commissioner Kelley McIntosh

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Commissioner Brooke Quigley

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Commissioner Dan Kewish