



NORTH MASON REGIONAL FIRE AUTHORITY

Meeting Minutes: 1/10/2023

Present: Chief Bakken, Assistant Chief Cooper, Fire Commissioners: Kelley McIntosh, Paul Severson, Dan Kewish, Brooke Quigley, and Bob Miller

Meeting called to order at 5:00 pm

Pledge of Allegiance

Minutes from December 2022 were presented for review and approval. **Commissioner McIntosh moved to accept the meeting minutes from December 2022 as presented; Commissioner Quigley seconded motion. Motion carried.**

Vouchers were presented for review. Commissioner Quigley inquired about the commissioner stipend line item. There was a discrepancy in the 2023 budget amount; Chief Bakken indicated it would be resolved and corrected. Chief Bakken also indicated there were reimbursable amounts due to awarded grants.

Commissioner McIntosh moved to approve vouchers #230101001 through 230101069 in the amount of \$432,245.10 as presented; Commissioner Quigley seconded motion. Motion carried.

ADMINISTRATIVE REPORT

Chief Bakken provided an update on the end of year budget and forecast for 2023. The Authority will likely be able to carry over approximately \$700,000 for 2023. There was a significant and unanticipated increase in revenues for grants, GEMT funds, and ambulance fees. The GEMT funds continue to exceed yearly line-item budgeted amounts. The federal government will be reviewing the reimbursement and formula methodology due to the increasing amounts.

The RFA Annual Dinner has been rescheduled for 2/18/2023 at the Alderbrook Resort. Invitations and RSVP notices will be sent out. Plans for the event are starting.

The Lieutenant Promotional process has started; Captain Fulkerson is leading the assessments. Commissioner Severson will be participating on behalf of the fire commissioners. The next interviews will be on 1/19/2023. The hiring of a new firefighter is in conjunction with the lieutenant promotional process.

Hood Canal Communications has installed a new camera at Station 27. This camera was installed to assist DEM and Mason County Public Works to measure snowfall and weather conditions on the Tahuya Peninsula. Weather conditions can vary greatly at the upper elevations compared to the rest of the area and south end of the county.

There was a recent (3rd) request for public records involving the recent Team Messenger chats. The records requests have been completed with appropriate redactions.

Station 21 received and installed the new lighted sign. Chief Bakken stated there would be training for set up and messaging. The sign can be managed remotely from a phone/device. Abe Gardner will be responsible for most of the messaging. The sign will be shut off from 9pm-7am.

The AFG grant submission is due on 2/10/2023. Chief Bakken stated that new EA Katie Musgrave will be assisting in the process.

Chief Bakken stated that a conditional offer of employment has been presented to Katie Musgrave. Her first day will be on 1/17/2023. In addition to the announcement of employment, Chief Bakken presented wage and salary information for the Executive Assistance (EA) position(s). There has been market changes for Executive Assistants. The RFA salary range for EA is behind with regards to comparable and competitive departments. Chief Bakken submitted a proposal for a base wage increase to include steps.

Commissioner Severson moved to approve the proposed EA pay/wage adjustment with a review in one year; Commissioner Kewish seconded the motion. Motion carried.

NEW BUSINESS

Commissioner Quigley informed the board that she plans to resign and retire her position on the board of fire commissioners on 1/17/2023. She stated she would be available for review of documents and any advisory participation. She also said she'd assist in the training or review of a new fire commissioner. The newly appointed commissioner would need to run for election to the position in November 2023. The RFA will provide notice to the community and solicit letters of interest from the public.

The fire commissioners will be meeting on 2/4/2023 at 9:00 am for a Fire Commissioner Workshop.

Chief Bakken presented Resolution 23-01 for review. The resolution would approve the implementation of a billing program for the newly implemented PA program. Athena Healthcare would provide a billing program that would require a US Bank savings account for deposits and proceeds from the program. Athena Healthcare also provides financial reporting for auditing purposes. The program is financially advantageous and more affordable than other patient portal programs.

Commissioner McIntosh moved to approve Resolution 23-01; Commissioner Quigley seconded the motion. Motion carried.

Meeting adjourned at 6:09 pm

Chief Beau Bakken

Commissioner Paul Severson

Commissioner Bob Miller

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Dan Kewish