



# **North Mason Fire**



---

## **NORTH MASON REGIONAL FIRE AUTHORITY Regular Meeting Minutes: 05/9/2023**

**Present:** Commissioners Paul Severson, Bob Miller, John Inch, Dan Kewish, and Kelley McIntosh  
Chief Cooper, and Executive Assistant Katie Musgrave  
Via Zoom Conferencing: Chief Bakken and Advisory Member Brooke Quigley.

**Absent:** None

**Guests:** Mark Neary, Mason County Administrator, and Randy Neatherlin, Mason County Commissioner.

Meeting was called to order at 5:01 pm with the Pledge of Allegiance.

The meeting minutes from April 11 and 18, 2023, were presented for approval.

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

### **FINANCIALS**

Financial vouchers were presented and reviewed.

**Commissioner McIntosh moved to approve Voucher Numbers 230501001 to 230501095 in the amount of \$403,852.84 and Voucher Number 230502001 in the amount of \$1,378.76. Commissioner Kewish seconded the motion. Motion carried.**

### **ADMINISTRATIVE REPORT:**

**Guests Mark Neary and County Commission Randy Neatherlin:** Commissioner Severson introduced Mason County Administrator Mark Neary and Commissioner Randy Neatherlin. They attended the meeting to discuss the property lease at 460 NE Old Belfair Hwy, Belfair, known as "Old Station 21". Mark Neary stated that all County commissioners have agreed on the project. The County will be creating and sending over a draft tenant lease agreement for the NMRFA to review. The lease will be sent over to Chief Bakken before the end of the week.

**Mobile Integrated Healthcare Program Update:** Chief Bakken shared that MIHP was highlighted on the front page of the Kitsap Sun on April 23<sup>rd</sup>. Adam Boyd, Captain Ehresman, and Abe Gardner presented at the WFCAs Spring Seminar. EMS and Fire crews are now trained to make patient referrals in the field through our Athena application.

**Station 23 Sprinkler System:** Chief Bakken updated we are nearing the final steps with the sprinkler system. The permit is being reviewed by the Fire Marshall.

**Station 21:** Chief Bakken stated that we are approaching our 1-year in Station 21. The 1-year warranty review was conducted with Chief Cooper and Katie Musgrave's assistance. TriCo has been in the building finishing the necessary 1-year warranty repairs.

**Safety Days:** Chief Bakken shared that the NMRFA will host its 26<sup>th</sup> annual Safety Days events in the first week of June at Belfair Elementary and Sandhill Elementary Schools. NMRFA Commissioners are invited to join us at the events. Katie Musgrave will email out the dates and times.

**McLendon's Pancake Breakfast:** Chief Bakken shared that he and Katie Musgrave participated in the annual event, setting up a booth with MIHP and RAP information available for community members. Hundreds of community members gathered at the store early in the morning to participate in the event and have pancakes. The NMRFA handed out smoke alarms, kids' fire helmets, stickers, pencils, and MIHP/RAP magnets and postcards.

## **NEW BUSINESS**

**2022 State Financial Audit Presentation/Report:** Chief Bakken shared that Angie McCormick did an excellent job putting together the annual report, as this report is in-depth and time intensive. Chief Bakken has emailed the report to the Commissioners for review before it is submitted to the state. This will be an audit year for the Authority, and this report will be a critical element of the audit.

**Board Document Online Sharing:** Chief Bakken presented the new SharePoint site, NMRFA Fire Commissioners. Chief Bakken has designed the site to include links for resources such as Meeting Agenda Packets, Meeting Minutes, policies, documents, phone lists, budgets, and web links specific to the Commissioners. The SharePoint site will only be accessible to administrators and NMRFA commissioners.

**Recognition Ceremony May 16<sup>th</sup>:** Chief Bakken reminded everyone the next meeting will include a recognition celebration for three NMRFA staff, Tavia Henry, Abe Gardner, and Kyle Barker.

## **OLD BUSINESS**

**IAFF Labor Negotiations Update:** Our last meeting went well and the contract review has been completed.

**Retention Committee Meeting:** A reminder was given that the NMRFA Retention Committee will be held May 18<sup>th</sup> at Station 21 at 5pm.

**WFOA Spring Conference and Chelan Seminar:** As Chief Bakken mentioned, MIHP & RAP programs were presented at the April 22<sup>nd</sup> Spring Conference. The presentation was successful, with a great response from the attendees. The Chelan Seminar is scheduled for June 3<sup>rd</sup>.

## **GOOD OF THE ORDER:**

Commissioner McIntosh shared about the District 11 Mason County Commissioners Meeting. Brooke was missed by everyone. West Mason was a merger of Fire Districts 9 and 16, and now are discussing becoming a Regional Fire Authority with District 17. The next meeting, July 13<sup>th</sup>, is a joint meeting of Chiefs and Commissioners.

Commissioner McIntosh updated that MACECOM will place a ballot proposition in the next general election in November to access the two-tenths of one percent (0.2%) tax. They are conducting campaign strategy planning at this time. Commissioner McIntosh is serving as the campaign treasurer. There are conversations about a new building to support their growth.

Chief Bakken shared that with the District 11 and Central Mason Fire and EMS merger, their joint operations will begin on June 1<sup>st</sup>. Central Mason is looking to reestablish an EMS division to support district needs. Central Mason and Olympic Ambulance had a non-compete clause that is due to expire. Olympic Ambulance will be able to reenter the market.

**With no further business, Commissioner Severson moved to adjourn the meeting. Commissioner McIntosh seconded the motion. The meeting was adjourned at 5:58 pm.**

## **BOARD OF VOLUNTEER FIREFIGHTERS**

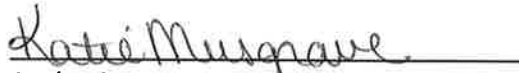
**Present:** Commissioner Severson, Assistant Chief Cooper, Executive Assistant Musgrave, and Volunteer Will Wigen

Meeting was called to order at 6:04 pm.

One notice of retirement was presented for review and approval for Keith Langhorn. Three invoices were presented for review and approval. Invoice amounts included \$1,250.80, \$157.00, and \$65.00.

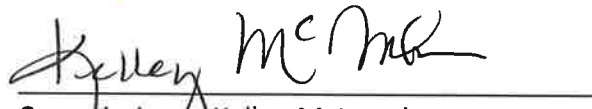
Assistant Chief Cooper moved to approve the invoices and notice of retirement. Volunteer Firefighter Wigen seconded the motion. The motion carried.

With no further business Commissioner Severson adjourned the meeting at 6:07 pm.


  
Authority Secretary Katie Musgrave

  
Commissioner Paul Severson

  
Commissioner Bob Miller

  
Commissioner Kelley McIntosh

  
Commissioner Dan Kewish

  
Commissioner John Inch