

North Mason Regional Fire Authority

Board of Fire Commissioners Agenda

March 12th and 19th, 2024 at 5:00pm

490 NE Old Belfair Highway

Zoom Room Number [443 963 3643](#)

Phone Call In (Zoom) 1-253-215-8782

Blue Information and **Red Action Requested**

Call to Order

Pledge of Allegiance

Approval of Minutes- The meeting minutes from February's Board meetings are attached for review and approval.

Voucher Approval- The voucher materials for February are attached for review and approval.

Financial Report- Chief Bakken will review and the budget summary and financial report for the month of March.

Administration Report

- [2023 AFG Grant Submission](#)
- [CROA Grant Submission](#)
- [WA SOS Public Records Grant Submission](#)
- [Belfair Primary Care Update](#)
- [Station 23 Training Academy](#)

- MIHP- Seattle Times Coverage/Residency Status
- Jink Cromwell Funeral
- APS/CPS Training
- WA State Opioid Settlement Monies
- Federal Grant Auditing-Washington Auditors Office
- Northshore Hydrant System
- Access Ramp Construction
- The Hopping
- Medic Unit Arrival
- NW Leadership Conference Attendance

New Business

- NMRFA Mental Health and Wellness Programming Update (Lea Sullivan) March 19th
- Policy Review- PERS 28 Shift Trade Policy and Procedure (Draft Attached)

Old Business

- 2024 Levy Resolution Consideration- A draft resolution for an increase in the 2025 Fire Levy is included for review.

Public Comment

Good of the Order

Adjournment

Board of Volunteer Firefighters Session- Annual BVFF Pension Roster Certification and the submission to BVFF a payment request for volunteer firefighter Wyatt Brooks in the amount of \$100.



**NORTH MASON REGIONAL FIRE AUTHORITY
Regular Meeting Minutes: 2/13/2024**

Present: Commissioners Bob Miller, John Inch, Paul Severson, Dan Kewish, and Kelley McIntosh. Chief Bakken, Chief Cooper, and Executive Assistant Katie Musgrave.

Absent: None

Guests: Via Zoom Conferencing: Advisory Member Brooke Quigley

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

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

FINANCIALS

Financial vouchers were presented and reviewed.

Commissioner Kewish moved to approve Voucher Numbers 240201001 to 240201105 in the amount of \$499,950.43. Commissioner McIntosh seconded the motion. Motion carried.

Oath of Office for Fire Commissioners: Commissioner Kewish and Commissioner Inch both took their oath of office following the recent elections. The oath was administered by Commissioner Severson and witnessed by Commissioners Bob Miller and Kelley McIntosh. Chief Bakken, Chief Cooper, and Executive Assistant Katie Musgrave.

ADMINISTRATIVE REPORT

Fish and Wildlife Partnership: Chief Bakken shared that Department of Fish and Wildlife has inquired about using space at old Station 21. Chief Bakken noted that the Tahuya Station could be a better option for their needs.

MIHP Update: Chief Bakken reflected on a complex incident that recently took place with our MIHP. The incident included the collaboration of our Resource Access Program, PA Adam, Psych ARNP Kristi, Mason County Sheriff's Office, Mason General Hospital and APS. As a result of the

careful collaboration of this team, two elderly community members were able to receive the critical care they needed as they were unable to advocate for themselves.

The CROA (Co-Responder Outreach Alliance) 2024-2025 Fire Department Grants For Innovative Co-Response Programs has opened. This opportunity is in partnership with UW School of Social Work. Our MIHP and RAP programs are in alignment with this grant and we are hopeful to be one of the 8 fire departments to be selected to expand and training fire and EMS to support a systemic approach to work with individuals experiencing behavioral health needs.

Belfair Primary Care: Chief Bakken briefed the Commissioners that the Belfair Primary Care no longer has a Primary Care Provider. The MIHP will be filling the gap while patients work to secure a new provider. Chief Bakken has learned that the Primary Care department will not continue with the contract expiring in June. Solutions are being reviewed with the Hospital District and other stakeholders.

MCSO Grand Opening: Chief Bakken acknowledged that after 8 years of vision and work, on February 28, 2024, the Mason County Sheriff's Office opened their North End Precinct at old Station 21. They have transformed the space to meet the needs of many county offices, including the Department of Emergency Management. The event was well attended. Our staff served nearly 5 gallons of Chief Bakken's spaghetti.

NWRH Conference Spokane: Chief Bakken shared that Adam Boyd, Abe Gardner and himself have been nominated by Dr. Hoffman to present at the Northwest Rural Healthcare Conference in Spokane, WA on March 25-27. They will present in the Mobile Integrated Health and Resource Access Programs.

IAFC CRR Conference Invitation: Chief Bakken shared that the MIHP and RAP team have been selected to present at the Community Risk Reduction (CRR) Leadership Conference in May. The conference will be held in Glendale, AZ. Adam Boyd, Abe Gardner, Katie Musgrave, and himself will be in attendance for the three-day conference.

2024 Annual Authority Dinner: Chief Bakken expressed his enthusiasm for the success of the NMRFA Annual Authority Dinner that was held in February. He extended his gratitude to our Firefighters Union and the Firefighters Association for their generous contributions to the event. He thanked McLendon's Hardware for supporting the event once again this year. Chief Bakken noted, save the date for next year's event, February 8th, 2025.

Mason County Comprehensive Plan: The Mason County Comprehensive Plan is open for amendment. There is a specific section dedicated to the fire service. The section is very limited and needs revision.

WA SOS Public Records Grant: Chief Bakken noted that the Secretary of State has opened their annual Digital Imaging Grant. This funding would allow us to transfer all our paper records into digital format. We will be submitting for this opportunity.

NEW BUSINESS

Board 2024 Elections: The Board of Commissioners have two upcoming vacancies for the Chair and Vice Chair positions in 2024. Nominations were made for the Chair and Vice Chair positions during the meeting.

Commissioner McIntosh nominated Commissioner Severson for the Chair position. Commissioner Miller nominated Commissioner McIntosh for the Vice Chair position. The motion carried unanimously.

OLD BUSINESS

Tahuya Fire Station Remodel: Chief Cooper updated the Commissioners on the renovation. A contractor was on site this week working up estimates for a bid.

Public Comment:

None

GOOD OF THE ORDER:

Commissioner Severson inquired about looking for a trailer to hold the Associations fundraising items. He stated that he would like to see the Board of Commissioners support the Association in purchasing new fundraising supplies for this year. Additionally, Commissioner Severson recommended a summer event for all NMRFA members.

Commissioner McIntosh noted that the Mason County Fire Chiefs Association will hold their next meeting on March 7th.

Advisory Member Brooke Quigley shared her concern for our rural community and others losing resources.

With no further business, Commissioner McIntosh moved to adjourn the meeting. Commissioner Inch seconded the motion.

With no further business Commissioner Severson adjourned the meeting at 6:42 pm.

BOARD OF VOLUNTEER FIREFIGHTERS

Present: Commissioner Severson, Assistant Chief Cooper, Executive Assistant Musgrave, and Volunteer Peter Quichocho.

Meeting was called to order at 6:44 pm.

One invoice voucher in the amount of \$100 was presented for a Volunteer Firefighter physical.

Assistant Chief Cooper moved to approve the invoice and accident report. Volunteer Firefighter

Quichocho seconded the motion. The motion carried.

With no further business Commissioner Severson adjourned the meeting at 6:46 pm

Authority Secretary Katie Musgrave

Commissioner Paul Severson

Commissioner Bob Miller

Commissioner Kelley McIntosh

Commissioner Dan Kewish

Commissioner John Inch



NORTH MASON REGIONAL FIRE AUTHORITY
Regular Meeting Minutes: 2/20/2024

Present: Commissioners Bob Miller, John Inch, Paul Severson, Dan Kewish, and Kelley McIntosh. Chief Bakken, Chief Cooper, and Executive Assistant Katie Musgrave.

Absent: None

Guests: Via Zoom Conferencing: Advisory Member Brooke Quigley

Meeting was called to order at 5:05 pm with the Pledge of Allegiance.

FINANCIALS

Financial vouchers were presented and reviewed.

Commissioner McIntosh moved to approve Voucher Numbers 240203001 to 240203007 in the amount of \$8,436.59 and Voucher Number 240202001 in the amount of \$2,691.60. Commissioner Kewish seconded the motion. Motion carried.

Chief Bakken provided the February Budget Summary and Report. He stated that we are on track for being early in the year.

ADMINISTRATIVE REPORT

NEW BUSINESS

NMRFA Future Funding: The Commissioners engaged in discussions regarding the need for generating additional revenue to sustain the future operation of the Authority. Chief Bakken presented several options for generating income through levies. Following further deliberations, the Commissioners directed Chief Bakken to prepare a Resolution for the Authority to authorize the North Mason Regional Fire Authority to seek a levy increase at the rate of \$0.30.

OLD BUSINESS

None

Public Comment:

None

GOOD OF THE ORDER:

With no further business, Commissioner McIntosh moved to adjourn the meeting. Commissioner Severson seconded the motion.

With no further business Commissioner Severson adjourned the meeting at 6:18 pm.

Authority Secretary Katie Musgrave

Commissioner Paul Severson

Commissioner Bob Miller

Commissioner Kelley McIntosh

Commissioner Dan Kewish

Commissioner John Inch

Shift Exchange Policy

CATEGORY: Administration
NUMBER: Pers-28
EFFECTIVE: March 2024
REVISED: March 2024

REFERENCE

These guidelines are intended to facilitate shift exchanges while maintaining operational effectiveness and fairness among NMRFA personnel.

SCOPE

This policy applies to all career shift personnel within the North Mason Regional Fire Authority (NMRFA).

PURPOSE

To provide a process for requesting shift exchanges among career staff personnel to include 1) the proper eligibility of each employee for a shift employee, career staff employee classifications, flow chart. Shift exchange limitations, tracking, deviation and approval process.

POLICY

Shift Exchange Overview:

- A shift exchange is an exchange of shifts between career staff employees. A shift exchange will only involve employees represented by the collective bargaining agreement maintained by the Authority and IAFF Local 3876.
- A Shift Exchange will not have any disruptive monetary or administrative impact on the Authority, except as outlined in this policy.
- In the event of a shift exchange, if one employee involved in a shift exchange calls in sick on the day to be exchanged, the sick employee will use sick leave for fulfillment of the shift. With the use of sick leave the employee will be considered to have fulfilled their portion of the shift exchange. The other employee involved in the shift exchange is still obligated to fill (work) the shift which they agreed to work as part of the shift exchange.

Authority Eligibility for Shift Exchanges:

- Full time shift employees represented by IAFF Local 3876

Probationary Shift Employees:

- Probationary employees are not eligible for shift exchange until they complete the Authority's minimum staffing training requirements in full.
- All requested shift exchanges for an employee during their probationary year will be approved by the employee's Captain as well as the Captain of the shift which the probationary employee will work as part of the shift exchange.
- Probationary Firefighters are limited to five (5) shift exchange during their probationary year. Exceptions may be made for training assignments or unforeseen circumstances, subject to case-by-case review by the Fire Chief and or his/her designee.

PROCEDURE

Authority employee's requesting a shift exchange shall use the Authority's staff scheduling program (Crew Sense) to request a shift exchange. The request will notate both the date of shift to be traded away to an eligible employee as well as the future date to be worked as part of the shift exchange. The request for the exchange will be sent to the shift exchange initiating employees assigned Captain for approval.

Shift Exchange Flow Chart-Order of Seeking Trades

When seeking a shift trade an employee will start by asking other employees within the same job classification. In the event that a shift exchange trade cannot be initiated with in the same job classification employees may ask employees in other job classifications in the following order: move onto other positions using the flow chart below.

For Firefighter/EMT

- Firefighter/EMT, Paramedic, Lieutenant/EMT, Lieutenant Paramedic, Captains

For Firefighter Paramedic

- Firefighter/Paramedic, Lieutenant Paramedic, Captain Paramedic

For Lieutenant

- Lieutenant, Captain, Firefighter/EMT, Paramedics

For Captain

- Captain, Lieutenant, Firefighters, Paramedics

Shift Exchange Limitations

- Shift exchanges will follow the provided flow chart. Shift exchanges that involve employees outside the initiating employees job classification may be allowed after employees after efforts to trade shifts within the same job classification have been exhausted.
- Employee shift exchanges involving Authority Paramedics may include Authority Officer Paramedics. In no case will a shift exchange trade cause the Authority to fall below to certified Paramedics at any time.
- An employee shift exchange will not cause any shift to fall below the following minimum staffing levels.
 - At least one officer on duty (
 - At least two Paramedics on duty (An Authority Fire Officer who is a paramedic can count as one of the two required paramedics on duty)
- Dayshift Firefighters or Paramedics are not eligible for shift Exchange
- Shift Exchange shall not negatively interfere/impact or diminish the the operations of the Fire Authority.
- The Authority will not track hours worked or the repayment of hours accrued through a shift exchange. The tracking of traded and repaid work hours will be the responsibility of the employees involved in the shift exchange.
- Employee shift exchanges will not cause an employee to work beyond 48 hours on duty will not be allowed unless an unplanned family emergency or personal emergency arises. In such an event the employee experiencing the emergency will email his/her assigned shift Captain and the Authority's Assistant Fire Chief, explaining the emergency circumstances and seeking shift trade approval. The trade is not authorized until formally approved by the employee's assigned shift Captain.

Shift Exchange Approval Process:

- An employee initiating a shift exchange shall submit a shift exchange request to their assigned Captain, using the Authority's staff scheduling program (Crews Sense). In the event that an initiating employee's Captain is unavailable for trade approval or other extenuating circumstances arise, the initiating employee can submit the exchange request to the Captain in which the repaid exchange shift will be worked for approval, .The request will also require an email to that Captain explaining the request and deviation from the regular approval process.

- All shift exchange requests, at time of submission will include 1) the initial date of the exchange and 2) the payback date of exchange. The submitted date or dates may be changed at a future date as long as both employees agree to the changes and all provisions of this policy are met. Authority Captains assigned to the dates impacted by the shift exchange will be notified by email regarding the date change. The assigned Captain for the employee initiating the change will then change the exchange dates in Authority's staff scheduling program (Crew Sense).

Special Considerations/deviation from the prescribed classification rules for Shift Exchange

It is recognized that, at times it can be difficult to obtain a shift exchange. If an employee has exhausted all policy provided options for exchanging shifts within the job classifications allowed and as indicated on the flow chart in this policy, the employee can request for an extenuating variance by emailing their Captain (cc'ing Lieutenant). The request for a variance will include the reason/need for the shift exchange and actions taken to date to follow the Authority's flow chart. If the variance is approved by the employees assigned Captain, the employee can then seek and submit an approval for a shift exchange outside of the classifications flow chart provided in this policy.

Ghost Shift Trade/Exchange

A ghost shift exchange involves an employee working another work shift, not previously assigned instead of an assigned worked shift. An example of a ghost exchange would occur when an employee does not work his assigned A shift but elects to work a previously unassigned C Shift on a different day, within the same FLSA work period.

Ghost Trade/Exchange Requirements and Process:

- A Ghost exchange must occur within the same Fair Labor Standards Act (FLSA) period.
- The ghost shift exchange cannot cause a work shift to fall below the staffing of five (5) career personnel.
- The assigned shift that an employee elects to trade (not work) must maintain an Officer and two Paramedics on duty. An Officer Paramedic can count as a paramedic on duty
- Employees initiating a ghost exchange shall submit a request using the "Ghost Exchange" feature on the scheduling program (Crew Sense) to their assigned Captain.
- Preference for ghost exchanges should be made for shifts with fewer than five (5) personnel on duty.
- The initiating employee's Captain will approve or deny the request.
- The employee requesting the ghost Exchange can request the shift "payback" date to be changed, as long as it is still in the same FLSA period. To do so the employee will email

their assigned Captain of the change request. If the change request is approved the Captain will then change the date in Crew Sense program.

**NORTH MASON FIRE AUTHORITY
RESOLUTION NO. 24-01
RESOLUTION PROVIDING FOR THE SUBMISSION OF LEVY
GENERAL ELECTION**

A RESOLUTION OF THE GOVERNING BOARD OF NORTH MASON FIRE AUTHORITY PROVIDING FOR THE SUBMISSION TO THE QUALIFIED ELECTORS OF NORTH MASON FIRE AUTHORITY AT AN ELECTION TO BE HELD WITHIN NORTH MASON FIRE AUTHORITY ON AUGUST 6, 2024, IN CONJUNCTION WITH THE STATE PRIMARY ELECTION TO BE HELD ON THE SAME DATE, OF A PROPOSITION AUTHORIZING A LEVY OF A PROPERTY TAX NOT TO EXCEED \$1.11 PER \$1,000.00 OF TRUE AND ASSESSED VALUATION SUBJECT TO OTHERWISE APPLICABLE STATUTORY LIMITATIONS.

Background: WHEREAS, it is the judgment of the Governing Board of North Mason Fire Authority that it is essential and necessary for the protection of the health and life of the residents of North Mason Fire Authority that the fire and emergency medical services be provided by North Mason Fire Authority.

WHEREAS, The Governing Board has determined that the accelerated demands for, and increasing costs of, providing services will necessitate the expenditure of revenues for improved fire protection operations, replacing apparatus and equipment, firefighter recruitment and training and maintaining emergency medical service levels in excess of those which can be provided by North Mason Fire Authority's regular tax revenue levied at the current rate of approximately \$0.812174 per \$1,000.00 of assessed valuation of taxable property within North Mason Fire Authority as limited by the 101% limitation, not to exceed 1% maximum increase per year.

WHEREAS, North Mason Fire Authority previously levied at the full \$1.49 rate in 2008.

WHEREAS, The Governing Board has determined that it is in the best interest of North Mason Fire Authority that the maximum allowable levy authorized by this Resolution serve as the levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

Resolution: NOW, THEREFORE BE IT RESOLVED by the Governing Board of North Mason Fire Authority, Mason County, Washington as follows:

Section 1. In order to meet increased call volumes, maintain the level of fire protection, prevention, emergency medical services and the protection of life and property in North Mason Fire Authority, it is necessary for North Mason Fire Authority to operate and maintain emergency fire and medical service vehicles and improve station and other capital facilities and to retain properly trained firefighters equipped with proper firefighting and emergency medical equipment.

Section 2. In order to provide the revenue adequate to pay the costs of maintaining and providing the services described in Section 1 and to assure the continuation and improvement of such services North Mason Fire Authority shall, in accordance with RCW 84.55.050, remove the limitation on regular property taxes imposed by RCW 84.55.010, and levy beginning in 2024 and collect beginning in 2025, pursuant to RCW 52.26.140, a general tax on taxable property within North Mason Fire Authority at a rate of \$1.11 per \$1,000.00 of assessed valuation subject to otherwise applicable statutory limits.

Section 3. The amount levied in 2024 shall serve as North Mason Fire Authority’s tax levy base for purposes of applying the limit factor established by RCW 84.55.010 in subsequent years.

Section 4. There shall be submitted to the qualified electors of North Mason Fire Authority for their ratification or rejection, at an election on August 6, 2024, in conjunction with the State primary election to be held on the same date, the question of whether or not the regular property tax levy of North Mason Fire Authority should be restored to \$1.11 per \$1,000.00 of true and assessed valuation, subject to otherwise applicable statutory limitations. The Governing Board hereby requests the auditor of Mason County, as ex-officio Supervisor of Elections, to call such election, and to submit the following proposition at such election, in the form of a ballot title substantially as follows:

Name of Jurisdiction: North Mason Fire Authority
Proposition #: Proposition No. 1
Short Title: Property Tax Levy for Fire Protection and Emergency Medical Services.

Ballot Title: The Board of North Mason Fire Authority adopted Resolution No. 24-01 concerning a proposition to maintain and adequately fund District operations.

This proposition authorizes North Mason Fire Authority to restore its regular property tax levy to \$1.11 per \$1,000 of assessed value to be assessed in 2024 and collected in 2025. The funds will be used to maintain and improve fire protection and emergency medical services, replace apparatus and equipment, and provide for firefighter safety. The maximum allowable levy in 2024 shall serve as the base for subsequent levy limitations as provided by chapter 84.55 RCW.

Should this proposition be:

Approved

Rejected

Section 5. Pursuant to RCW 84.55.050(1), the measure requires a simple majority vote to be approved.

Section 6. The Board hereby assigns to the Chief or designee the task of appointing members to a committee to advocate voters’ approval of the proposition and to a committee to prepare arguments advocating voters’ rejection of the proposition.

Section 7. For purposes of receiving notice of any matters related to the ballot title, as provided in RCW 29A.36.080, the Board designates the Chief or designee as the individuals to whom the County Auditor shall provide such notice.

Section 8. The Chief or designee is authorized to implement such administrative procedures as may be necessary to carry out the directives of this resolution, including modifying the text of the

ballot title and any other text, language and/or descriptions relative thereto necessary to conform such ballot title, text, language and/or descriptions to the intent of the parties, consistent with the objectives of this resolution.

Section 9. The Chief, or designee, is hereby authorized and directed, no later than May 10, 2024, to provide to the County Auditor a certified copy of this resolution and is authorized to perform such other duties or take such other actions as are necessary or required by law to make sure the proposition described in this resolution appears on the ballot before the voters at the August 6, 2024 election.

Section 10. If any section, subsection, paragraph, sentence, clause or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this resolution.

Section 11. Any act consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed.

Section 12. This resolution shall take effect and be in force immediately upon its passage.

Adoption: ADOPTED by the Governing Board of North Mason Fire Authority at an open public meeting of such Board on the ___ day of _____ 2024, the following board members being present and voting:

Board Member

Board Member

Board Member

Board Member

Board Member

Secretary