

# North Mason Regional Fire Authority Board of Fire Commissioners Agenda

February 11<sup>th</sup> and 18<sup>th</sup>, 2025 at 5:00pm

490 NE Old Belfair Highway

Zoom Room Number [443 963 3643](https://us02zoom.us/j/4439633643)

Phone Call In 1-253-215-8782

Blue Information and Red Action Requested

Call to Order

Pledge of Allegiance

**Approval of Minutes-** The meeting minutes from January'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 budget summary and financial report.

## Administration Report

- Authority Dinner Recap
- South MIHP Expansion (Donna Short Hiring)
- Life Scan Physicals
- Command Car Vehicle Update
- MACECOM
- CRT Recruitment and Training
- Station 82 and 83 Break Ins
- Bremerton VMFH ER Opening
- NMSD Superintendent Hiring Announcement
- WFCFA Conference

## New Business

- Fire Engine Purchase Proposal\*
- VMFH Transports
- Sick Leave Policy Review and Adoption (PERS-29)\*
- Incident Report Policy Review and Adoption (Admin 20)\*

## Old Business

## Public Comment

**BVFF**

## Adjournment



---

**NORTH MASON REGIONAL FIRE AUTHORITY**  
**Regular Meeting Minutes: 1/14/2025**

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

**Absent:** None

**Guests:** Brooke Quigley via Zoom

Meeting was called to order at 5:00 pm with the Pledge of Allegiance.

Meeting minutes from December 2024 meetings presented and reviewed.

**Commissioner Inch moved to approve meeting minutes; Commissioner Kewish seconded motion. Motion carried.**

#### **FINANCIALS**

Financial vouchers were presented and reviewed. Chief Bakken noted expenses for the MIHP Suburban that will be for the expanded team and the Springbrook annual fee.

**Commissioner McIntosh moved to approve Voucher Numbers 2510101001 to 2510101082 in the amount of \$554,520.49. Commissioner Miller seconded the motion. Motion carried.**

#### **ADMINISTRATIVE REPORT**

**Carl Bryant (Tahuya COC) Introduction** – Carl Bryant attended the meeting to introduce himself to the Commissioners. He has been working weekends at Station 81 and will transition to a full-time schedule in February, working Monday through Friday.

Regarding the Tahuya community, PCHS will be bringing their Mobile Medical Van to Station 81, where it will be stationed to serve local residents. Chief Bakken noted their schedule is not published just yet.

**End of the Year Budget Summary** – Chief Bakken presented the year-end budget summary, reporting that revenues exceeded the budget forecast by 22%. The revenue sources included grant funds, receivables, tax revenues, which were collected at 100%, Timber Tax dollars, GEMT, and ambulance revenues. He commended Captain Ehresman for successfully transitioning NMRFA to a new ambulance billing company, resulting in a more efficient billing process.

Chief Bakken noted that expenses reached 105% of the budget but clarified that reimbursable items, accounting for 8.6%, are not yet reflected. Additionally, he highlighted that the contingency balance included \$313,000 in carry-over funds, on top of the standard transferred amount.

**Los Angeles Wildfire Response** – Chief Bakken reported that Firefighter/Paramedic Kyle Severance deployed with a Mason County Strike Team to assist with the Los Angeles fires. The team is working 34-hour shifts, focusing on structure protection.

**2025 Authority Dinner** – Chief Bakken reminded the Commissioners about the upcoming NMRFA Annual Dinner on February 8 at the Alderbrook Resort & Spa. This year's event will feature a fun western theme that promises to be memorable.

**Spring Community Pancake Breakfasts and Fundraisers (March 29th, April**

**26th)** - Chief Bakken announced that two pancake breakfast events will be hosted this year — one at Station 21 and another at Station 81. He highlighted these as excellent opportunities to connect with the community.

**Celebration of Life Gary Shirbish** - Chief Bakken reminded everyone of Gary Shirbish's celebration of life, scheduled for Saturday, January 18th, at 11:30 a.m.

**Life Scan Wellness Physicals** – Chief Bakken recognized Captain Cloud for coordinating the Life Scan Wellness Program, which offers a comprehensive physical examination beyond the standard annual wellness exam. Widely used by many fire departments, the program will conduct on-site physicals for personnel.

**OLD BUSINESS**

**Solar Grant Contract Approval (SAO Advice)** - Chief Bakken provided an update to the Commissioners on the status of the Solar Grant. The NMRFA consulted with the State Auditor's Office (SAO) regarding anticipated changes due to a discrepancy between the assumed and actual service voltage. The SAO confirmed that this does not constitute a change in the scope of work, and there should be no issues with the change order needed to proceed with utilizing the actual service voltage. Chief Bakken requested that the Commissioners approve the bid as presented

and be prepared to accept a change order accommodating the existing service voltage when it is formally submitted.

**Commissioner Severson moved to approve the motion as presented; Commissioner McIntosh seconded the motion. Motion carried.**

**CAC and Community Connection** - Chief Bakken noted that the Citizen’s Advisory Committee (CAC) was established in 2007 to provide community members a platform to voice concerns during a time of transition. For many years, the CAC meetings were well-attended and played a key role in supporting levies and other projects. However, attendance has steadily declined in recent years.

With additional communication channels now available, including Friday Updates, social media, the website, and Zoom access to Commissioners' meetings, Chief Bakken announced that the CAC meetings are indefinitely suspended. He emphasized that the committee could be reinstated if the need arises in the future.

Community member Brooke Quigley expressed gratitude for the time and effort dedicated to the CAC over the years.

**Public Comment: None**

### **Executive Session**

**An executive session to discuss a personnel matter was held at 5:50 pm and scheduled for 5 minutes. The board closed the session at 5:52 pm.**

**GOOD OF THE ORDER: None**

**With no further business, the meeting adjourned at 5:53 pm.**

---

Commissioner Paul Severson

---

Commissioner John Inch

---

Commissioner Kelley McIntosh

---

Commissioner Bob Miller

---

Commissioner Dan Kewish

---

Authority Secretary Katie Musgrave



---

**NORTH MASON REGIONAL FIRE AUTHORITY**  
**Regular Meeting Minutes: 1/21/2025**

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

**Absent:** Commissioner Bob Miller (Excused)

**Guests:** None

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

**ADMINISTRATIVE REPORT**

**Carl Bryant (Tahuya COC) Introduction** – Chief Bakken shared that he and COC Carl Bryant attended last week’s Tahuya Community Club meeting. He noted the excellent turnout and mentioned that Club members expressed their appreciation for the recent renovation of the community room. The group is eagerly anticipating the upcoming pancake breakfast in April.

**Los Angeles Wildfire Response** – FF/Medic Kyle Severance remains deployed to the California wildfires. The strike team, along with other crews from Washington, was featured on the cover of Sunday's Seattle Times. One of Kyle's videos was also highlighted in the digital edition. Teams are expected to begin demobilizing this week.

**Celebration of Life Gary Shirbish** - Chief Bakken shared that Gary’s service was well attended; many stories were shared of the impact Gary made in the lives of so many people.

**South Mason County MIHP and Hiring Process** - Chief Bakken provided an update on the nurse hiring process. Following the initial interviews, two candidates were invited for working interviews, which concluded today. An announcement is expected next week. Additionally, the provider position will be reposted.

**FF/EMT Hiring Process** - Chief Bakken reported that following the assessment center, four top candidates have been identified. Meetings with the captains will be held to review and finalize selections.

**Mason County EMT Classes** - NMRFA is hosting the Mason County EMT class, led by Paramedic Robert Collamore. Classes will continue through April.

**NMRFA Annual Dinner** – Chief Bakken reminded the Commissioners about the upcoming NMRFA Annual Dinner on February 8 at the Alderbrook Resort & Spa.

## **NEW BUSINESS**

**Policy Approval-OPS 35 MIHP Referral** - Chief Bakken shared that the MIHP program is now in its second year and has become the standard of care. To formalize key processes, the policy includes guidelines for patient referrals from fire and EMS crews. Officers are holding crews accountable to ensure consistency in making referrals. Chief Bakken presented the OPS 35 MIHP Referral policy for the Commissioners' review and approval.

**Commissioner McIntosh moved to approve Policy OPS 35 MIHP Referral as presented; Commissioner Inch seconded the motion. Motion carried.**

**Chiefs MOU Review** - Commissioner Severson requested a review of the Memorandum of Understanding (MOU) for the Chief and Assistant Chief. The Commissioners agreed to conduct the review in the coming months.

**DNR Timber Sales** - Chief Bakken shared information about a recent press release from DNR regarding the suspension of timber sales. While this will affect Timber Tax revenues, the extent of the impact remains unclear at this time.

## **OLD BUSINESS**

**2025 Board Elections** – Commissioner Kewish motioned to continue with the 2024 leadership configuration, with Commissioner Severson serving as Board Chair and Commissioner McIntosh serving as Vice Chair for 2025; Commissioner Inch seconded the motion. Motion carried.

**CAC and Community Connection** – Chief Bakken announced on Friday the dissolution of the Citizens Advisory Committee, which was met with a positive response.

**Public Comment: None**

**GOOD OF THE ORDER:** None

**With no further business, the meeting adjourned at 5:53 pm.**

---

Commissioner Paul Severson

---

Commissioner John Inch

---

Commissioner Kelley McIntosh

---

Commissioner Bob Miller

---

Commissioner Dan Kewish

---

Authority Secretary Katie Musgrave



## **New Apparatus Acquisition Request**

The Specification Committee is proposing the purchase of a 2008 GMC Crimson C5500 4WD Fire Engine. Seven of these engines were bought by Central Kitsap Fire and Rescue in 2008 for their rural stations and to be used at staffed stations during inclement weather and off-road uses. After building new stations they have deemed 3 of them as surplus. South Kitsap Fire has bought 2 leaving one for the taking. The C5500 is a versatile and durable work truck that is well-suited for demanding tasks such as inclement weather, rough or off-road terrain, flooding and hard to access areas due to steep and muddy roads or driveways. The C5500 provides excellent power, traction, and payload capacity, ensuring that operations are efficient and reliable. This vehicle is well equipped with many modern upgrades. Below are the details of the vehicle, its features, and available options.

**Make:** GMC CRIMSON

**Model:** C5500

**Mileage:** 32,141

**VIN:** 1GDJ5E1998F416634

**Running Condition:** Good

**Engine:** 6.6 Duramax Diesel

**Transmission:** Allison EVS2200

**Tires:** F-285/70R19.5 R-245/70R19.5

**Condition:** VERY GOOD

Serviced every 6 months since it was new, Oil samples of the motor and tranny were completed 1 per year. Onboard air compressor. Tires and Batteries less than 5 years old. Electronic Governor with tank levels with preset or pressure modes as well as a handwheel for manual throttling.

Waterous 1000 GPM CXVC10C Midship Pump. Tested 9/2024

500 Gallon water Tank

20 gallon Class A foam with Foam Pro HY Pro 1600 Injection System

1 1/2 discharges front bumper and two cross lays - one on each side

2 1/2 discharges drivers' side, passenger side has two, rear has one  
22 foot 3 fly ladder  
Attic ladder  
Roofer ladder  
Emergency lighting package  
Electronic Siren  
Engine hours 1678  
Pump hours 109  
Height 8'10"  
Length 26' 2"  
Under 26,000 lbs  
Exhaust Brake  
4 Wheel Disc Brakes

### **Vehicle Overview:**

- **Model Year:** 2008
- **Make and Model:** GMC Crimson C5500 4WD
- **Engine:** 6.6L Duramax Turbodiesel V8
- **Transmission:** Allison 1000 6-speed automatic transmission
- **Drivetrain:** Four-wheel drive (4WD) upgraded transfer case
- **GVWR:** 19,500 lbs
- **Exterior Color:** Crimson Red
- **Interior Color:** Black

**Price: \$135,000**

### **Conclusion:**

The 2008 GMC Crimson C5500 4WD offers many capabilities, making it an excellent investment for Fire Station 23. With its durable construction, powerful engine, and four-wheel drive for adverse weather and or off-road responses. Central Kitsap has offered some miscellaneous tools and radios to help with the outfitting of this vehicle if purchased.

An excellent feature of this truck is that it will fit in the apparatus bay of Station 23 without any modifications to the station or apparatus.

We are confident that this vehicle will provide the performance, reliability, and long-term value North Mason RFA needs.

Scott Cooper

Ryan Cloud

Mickey Cotter

Anthony Rhead













# Sick Leave

---

**CATEGORY:** Personnel  
**NUMBER:** Pers-29  
**EFFECTIVE:** February 2025

## **PURPOSE**

## **PROCEDURE**

This policy outlines the appropriate use, notification procedures, and documentation requirements for sick leave to ensure compliance with state and federal regulations, including RCW 49.46.210, WAC 296-128-660 through 296-128-770, Washington State Department of Labor & Industries (L&I) standards, and the Family and Medical Leave Act (FMLA).

## **PROCEDURE**

### **Notification in the event of employee sickness**

#### **Suppression Employees:**

- Employees will notify the officer on duty by voice phone call as soon as they become aware they will need to use sick leave.
- Call in notification must occur no later than 0700 on the scheduled duty date.
- If the employee anticipates being off for more than one shift, they will inform the on-duty officer of the expected duration. If the duration is uncertain, the employee must provide updates as soon as possible.

#### **Day Shift and Staff Personnel**

- Employees will notify their immediate supervisor by 0700 each day of absence, unless the duration of leave has already been established.
- If the immediate supervisor is unavailable, notify the next highest-ranking officer.

#### **Staffing Replacement**

- The on-duty officer will coordinate staffing for coverage, if necessary, after consulting with the Assistant Chief to determine the appropriate start time for a replacement.

## **POLICY**

### **Appropriate Use of Sick Leave**

Per Washington State and federal standards, sick leave may be used for:

- The employee's own illness, injury, or medical appointments.
- Care for a family member (as defined by RCW 49.46.210) who is ill, injured, or attending medical appointments.
- Preventative care, including immunizations and screenings.
- Circumstances related to public health emergencies, such as quarantine orders or workplace closures.
- Victims of domestic violence, sexual assault, or stalking to seek legal assistance, medical care, or safety planning.
- Serious health conditions qualifying under the FMLA for extended leave.

### **Inappropriate Use of Sick Leave**

Sick leave cannot be used for:

- Extending vacations or for personal convenience unrelated to health.
- Activities or employment that contradict the purpose of sick leave (e.g., outside gainful employment during a sick leave period, unless explicitly permitted by law).
- Misrepresentation of illness or injury
- Care of animals or pets

### **Documentation Requirements**

Documented verification of sickness may be required for absences exceeding three consecutive workdays if deemed necessary by the supervisor. Sick pay will not be issued in the event that requested sickness verification documentation is not provided to the Authority. Verification documentation examples include:

- A doctor's note or certification from a licensed healthcare provider.
- Documentation supporting the need for leave under FMLA or for a public health emergency.

Medical Privacy:

- Supervisors may request general documentation for sickness verification but must not require disclosure of specific medical details.

## **Employee Responsibilities**

- Notify supervisors promptly and follow department procedures for leave requests.
- Use sick leave responsibly and exclusively for its intended purpose.
- Provide required documentation, if applicable, within the established timeframe.
- Failure to comply with these guidelines may result in corrective action, up to and including disciplinary measures.

## **Legal Compliance**

The Authority will abide by all state and federal laws and regulations defining sick leave and associated sick leave benefits.

# Incident Reports

---

**CATEGORY:** Administration  
**NUMBER:** Admin-20  
**EFFECTIVE:** July 2024  
**REVISED:** February 2025

## REFERENCE

North Mason Regional Fire Authority

## SCOPE

All Authority personnel

## POLICY

An incident report is essential for an emergency service to document all emergency and non-emergency responses. This is necessary for both administrative and legal purposes. Every emergency or non-emergency response that occurs within the Authority or by its personnel shall have an Incident Report completed. This shall be accomplished through the use of the Authority's digital records management system(s) (RMS).

## PROCEDURE

**Medical Incident Reports (MIR's)** - MIR's will be completed on all patients that require emergency medical evaluation and/or treatment. If an emergency incident requires ALS medical care the MIR is to be filled out by the attending Paramedic. If BLS medical care is required the MIR is to be completed by the attending Emergency Medical Technician.

MIR's are to be completed and submitted to the Authority prior to the end of each shift unless extreme extenuating circumstances exist. In the event an MIR is unable to be completed prior to the end of shift, the narrative section must be completed and notification by email sent to the Authority's medical services officer detailing the circumstances for the report remaining incomplete past the end of shift.

The handling of all incident reports and medical information will be compliant with federal HIPPA regulations. Failure to comply with such regulations will result in disciplinary action.

**Fires-** For all fire responses an incident report form will be completed by the responsible officer-in-charge. The incident report will be consistent with the National Fire Incident Reporting System (NFIRS) requirements or National Emergency Reporting Information System (NERIS). This information will be entered into the digital RMS database for proper record keeping. Requests for fire incident reports may be granted by the officer on duty. Reports may be forwarded to the Fire Marshall, Mason County Sheriff's office, insurance companies, and private property owners for review. Fire incident reports are to be sent to the State Fire

Marshall's office for review and NFIRS compliance until such time that NERIS reporting system is adopted by the Authority.. Fire incident reports are to be completed prior to the end of shift.

**Other Incidents-** Information on all other incidents not involving fire or emergency medical response will be entered into the Authority RMS database. Database entries on incidents are to be completed prior to the end of each shift.