



# North Mason Fire

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## NORTH MASON REGIONAL FIRE AUTHORITY Regular Meeting Minutes: 2/11/2025

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

**Absent:** Chief Bakken & Commissioner Bob Miller (excused)

**Guests:** None

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

Meeting minutes from the January 2025 meetings were presented and reviewed.

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

### FINANCIALS

Financial vouchers were presented and reviewed. Chief Cooper noted large expenses for purchasing smoke alarms from McLendon's Hardware and Braun Northwest Inc. for the new ambulance order.

**Commissioner McIntosh moved to approve Voucher Numbers 250201001 to 250201082 for \$609,648.19. Commissioner Kewish seconded the motion. Motion carried.**

### ADMINISTRATIVE REPORT

**Authority Dinner Recap** – Commissioner Severson commented that this was one of the best events the Authority has hosted in a long time. He noted that the buffet dinner and live music contributed to the evening's success. Executive Assistant Musgrave added that attendance was higher than in previous years.

**Life Scan Physicals** – Chief Cooper reported that the program concluded last week with a strong turnout. He noted that the event was covered by insurance and commended Captain Cloud for his efforts in organizing this valuable opportunity for staff.

**Command Car Vehicle Update** – Chief Cooper reported that two Chevy Silverado 3500 command vehicles have been ordered and are expected to arrive soon.

**Station 82 and 83 Break-Ins** – Chief Cooper shared the unfortunate news that Stations 82 and 83 were recently broken into. The doors sustained damage where entry was forced, and several items were stolen. Insurance will cover the losses. Commissioner Severson recommended installing security cameras at both locations to prevent future incidents.

**WFOA Conference** - Commissioner McIntosh noted the following upcoming events:

- April 5th at Suquamish Clearwater Resort
- Region 9 Meeting – April 12th at Central Mason's Grapeview Station
- Chelan Conference – June 7th

## **NEW BUSINESS**

**Fire Engine Purchase Proposal\*** - Chief Cooper presented a proposal to purchase a used fire engine from Central Kitsap Fire for assignment to Station 23. He provided an information package and photos for review.

**Commissioner McIntosh moved to approve the purchase of a 2008 GMC Crimson C5500 4WD Fire Engine for \$135,000 from Central Kitsap Fire. Commissioner Inch seconded the motion. Motion carried.**

**Sick Leave Policy Review and Adoption (PERS-29)\***- Chief Cooper presented the revised Sick Leave Policy (PERS-29) for review and adoption. He explained that the revision removes outdated and invalid information from the previous policy.

**Commissioner Kewish moved to adopt the revised Sick Leave Policy (PERS-29) as presented. Commissioner Inch seconded the motion. Motion carried.**

**Incident Report Policy Review and Adoption (Admin-20)\*** - Chief Cooper introduced a new Incident Report Policy (Admin-20) for review and adoption. The policy establishes expectations for shift reports.

**Commissioner McIntosh moved to adopt the new Incident Report Policy (Admin-20) as presented. Commissioner Inch seconded the motion. Motion carried.**

**OLD BUSINESS**

**Public Comment: None**

**GOOD OF THE ORDER: None**

**Commissioner Kewish moved to adjourn the meeting. Commissioner McIntosh seconded the motion. With no further business, the meeting adjourned at 5:42 pm.**

**Board of Volunteer Firefighters**

Meeting was called to order at 5:44 pm.

**Present: Commissioner Severson, Assistant Chief Cooper, Executive Assistant Musgrave, and Volunteer Chaplain Woody Flynn.**

**One invoice was presented for review and approval: Volunteer firefighter physical totaling \$100.00.**

**Assistant Chief Cooper moved to approve and pay the invoice. Volunteer Chaplain Flynn seconded the motion. Motion carried.**

**With no further business, the meeting adjourned at 5:45 pm.**



Commissioner Paul Severson



Commissioner John Inch



Commissioner Kelley McIntosh



Commissioner Bob Miller



Commissioner Dan Kewish



Authority Secretary Katie Musgrave