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**NORTH MASON REGIONAL FIRE AUTHORITY  
Regular Meeting Minutes: 11/10/2025**

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

**Zoom:** None

**Absent:** Commissioner Dan Kewish

**Guests:** Mindy Bishop, ARNP

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

Meeting minutes from the October 2025 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 by the Board.

**Commissioner Miller moved to approve Voucher Numbers 251102001 to 251102092 for \$510,703.25 and Voucher Numbers 251101001 to 251101005 for \$72,512.37. Commissioner McIntosh seconded the motion. Motion carried.**

#### **PUBLIC BUDGET HEARING**

**2026 Annual Budget Draft:** Chief Bakken presented the draft 2026 Annual Budget, outlining several notable updates and changes for the coming year. He reported that the budget reflects the continued expansion of the Mobile Integrated Health Program, which remains a significant priority for the organization. In reviewing anticipated revenues, Chief Bakken highlighted an expected increase in ambulance revenue. Although call volume has not grown, the Authority is seeing improved collection rates, resulting in stronger revenue performance. On the expenditure side, the budget includes salary increases as well as funding for three new hires to support operational needs. He also noted a substantial increase in Personal Protective Equipment (PPE) expenses projected for 2026, as the department prepares for a major replenishment cycle due to expiring inventory. Chief Bakken concluded by requesting that the Board review the draft budget, with the intention of seeking formal approval at the next meeting.

## **ADMINISTRATIVE REPORT**

**Mindy Bishop, ARNP, MIHP:** Chief Bakken introduced Mindy Bishop, ARNP, who serves as the Mobile Integrated Health Program provider for North Mason. He noted that she is doing a fantastic job in caring for patients and supporting the community. Mindy shared that she is currently pursuing an ultrasound certification to expand the program's clinical capabilities. She has scheduled the MIHP team to a wound care training class at Harborview in the coming months to further enhance their skills and service delivery.

**2023-2024 WA State Audit Underway:** Chief Bakken reported that the 2023–2024 Washington State Audit is currently in progress. He noted that the audit team is working remotely and will continue doing so through the end of December. Chief Bakken shared that Executive Admin, Angie McCormick, is actively responding to the auditors' requests and working diligently to provide all required materials.

**2025 Mason County Fire Academy Graduation:** Chief Bakken announced that the 2025 Mason County Fire Academy graduation ceremony will take place on December 9th at 6:00 p.m. at the Shelton High School Auditorium. He noted that the North Mason Regional Fire Authority has six recruits who are set to graduate from the program.

**AWC Award and Interlocal with City of Shelton:** Chief Bakken shared that the City of Shelton has been awarded an AWC Award to support its work on Alternative Response Resources. The City will receive \$168,000, which will fund one Peer Support Specialist assigned to the South MIHP Team and a Systems Coordinator who will work with OHRS to support regional service coordination. Chief Bakken recognized Emergency Prevention Specialist Abe Gardner for his key role in securing the award in partnership with the City of Shelton.

**B. Byerly Update:** Chief Bakken shared that Brad Byerly is expected to be released in the coming week. Chief Cooper visited him on Friday and reported positive progress. The Authority is working to support both Brad and Tammy, including coordinating with Habitat for Humanity to install a ramp at their home. Chief Bakken noted that Brad is making strong improvements and the team will continue offering assistance as needed.

**Chaplain Candidate-Steve Duenkel:** Chief Bakken shared that Steve Duenkel has expressed interest in joining the NMRFA Chaplain Program. Steve has previously worked with Fire District 12 and has completed their chaplaincy program. He is currently working with Chaplain Woody through a mentorship process as he becomes familiar with the Authority's program and expectations.

**NMSD School Levy:** Chief Bakken reported that the North Mason School District levy appears likely to fail by fewer than 30 votes. He noted that the district will need to rerun the levy at a

future date. Chief Bakken expressed that this is an unfortunate situation for both the school district and the broader community.

**Solar Panel Project Update:** Chief Bakken reported that commissioning is underway this week for the solar array and battery installation project. The commissioning process will span approximately two weeks and involves coordination with multiple partners, including the PUD, JH Kelley, Canadian Solar, and ComAp, all of whom will be on-site throughout the process. He noted that intermittent power outages are expected as part of the work. Chief Bakken also shared that the Authority is pursuing a tax credit that could offset the out-of-pocket expenses required under the Department of Commerce grant. If approved, this would result in zero cost to the Fire Authority for the installation of the solar system.

**VFIS Authority Insurance Renewal:** Chief Bakken reported that the VFIS insurance premium will increase by 10% in 2026, bringing the annual cost to approximately \$117,000. He also noted that the vehicle deductible will rise significantly, increasing from \$1,000 to \$5,000.

**NEW BUSINESS:** None

**OLD BUSINESS:** None

**PUBLIC COMMENT:** None

**GOOD OF THE ORDER:** None

**Commissioner McIntosh moved to adjourn the meeting. With no further business, the meeting adjourned at 6:01 pm.**



Commissioner Paul Severson



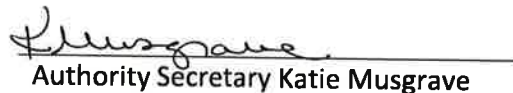
Commissioner Kelley McIntosh

Commissioner Dan Kewish



Commissioner John Inch

Commissioner Bob Miller



Authority Secretary Katie Musgrave