

**North Mason Regional Fire Authority
Board of Fire Commissioners Agenda
January 8th (Belfair) & January 15th (Belfair)
5:00 PM**

Blue Information and Red Action Requested

Call to Order

Pledge of Allegiance

Approval of Minutes: The minutes from December 11th and December 18th are attached for Board review and approval.

Voucher Approval: Voucher materials for January will be sent for Board review and approval.

Financial Report- Once December financials are received from the County they will be sent for Board review.

Administration Report

- **Community Input Meeting Reminder**
- **Tahuya Apparatus Bay Kick Off Meeting with JH Kelly**
- **DNR Grant**
- **Opioid Stakeholder Mtg @ WA Corrections Center**
- **Wildland Fire Response Meeting**
- **North Mason Community Voice Meeting 1/28**

- QRT Update
- 360 Lt Survey
- Pre-Application Meeting 1/14

Old Business

- Mason Co Fire Dist. 3 Interlocal
- CAC Update
- Mason County Fire Commissioner Meeting

New Business

- Lieutenant Pinning Ceremony – 1/15
- Employment Contract Review – EA Patti

Public Comment

Good of the Order

Adjournment

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
460 NE Old Belfair Hwy
12/11/2018

Present: Commissioners McIntosh, Kewish, Severson, Quigley, Miller; Executive Assistant Patti, Chief Bakken; Excused: Assistant Chief Cooper

Guests: None

Meeting minutes from November 13th and 20th were presented for approval.

Commissioner Quigley moved to approve the meeting minutes as presented. Commissioner Kewish seconded the motion. Motion approved.

Vouchers- Vouchers for the month of December #1812001 to #1812103 in the amount of \$339,235.36 were presented for approval.

Chief Bakken provided an update on the vouchers to include repairs to our ORV's and AED purchase. Commissioner Quigley inquired if Cpt. Cleveland would spend his budget before the end of the month. Chief Bakken stated he won't because that is the equipment reserve that carries over year to year unless it is needed.

Commissioner Miller moved to approve the vouchers as presented; Commissioner Quigley seconded the motion. Motion approved.

FINANCIAL REPORT: December Financials will be presented at next week's meeting.

ADMINISTRATION REPORT:

Newsletter: The newsletter has gone out and we have received a very positive response to its contents. The newsletter featured our capital projects. Congratulations to Cpt. Jeromy Hicks on his work on the newsletter.

CPR Lifesaving Award: The RFA was dispatched to a man in cardiac arrest on Old Belfair Hwy. The man's son started CPR until A-Shift arrived. They used the Lucas CPR device on the patient and we are so thankful to report that the patient is doing great. He came in to the fire station to thank A Shift members. The manufacturer of our AED's would like to present his son with a lifesaving award.

Santa Sleigh: The Santa Sleigh is going great! It is a fun time for all involved.

Public Information Sessions: Three public information sessions will take place at 6pm on January 9th (Timberland Library) 16th (Sta 81 in Tahuya) and 23rd (Timberland Library). Chief Bakken has asked to be included on the Community Voice agenda and he also had an opportunity to speak at the Sheriffs breakfast in Shelton.

Chiefs Association Chair Election: Chief Bakken reported he has been elected as the Chair of the Mason County Fire Chiefs Association this coming year. He is excited to take on this role. He discussed some of the issues the Chiefs and Commissioners face that he hopes to help mitigate those challenges. He spoke favorably about the IMS Plan that was unanimously approved by the Mason County Fire Chiefs. He thanked Asst. Chief Cooper for his work on the IMS Plan.

Capital Facility Update: We hope to have information to present from AHBL, the company conducting our feasibility study. There was discussion on the lease arrangement next door. We have also requested a letter of intent from the County and the County Commission voted to sign the letter of intent. There was discussion on the placement of the headquarters station.

Tahuya Apparatus Bay: We received a total of four bids for the Tahuya Apparatus Bay. The bidders were Beisley Inc., JBARD Construction Inc., JHKelly and Rognlin's. Bid information is attached. The two lowest apparent bidders were JH Kelly at \$703,500.00 and Beisley Inc. at \$840,000.00.

Chief Bakken made a recommendation to accept the four bids as presented.

A motion was made by Commissioner Kewish to accept the four bids as presented. Commissioner Quigley seconded. Motion approved. Commissioner Severson abstained.

A recommendation was made to award the bid to the lowest bidder JH Kelly provided they have a successful reference check. Once the award is made we would enter into a contract with them and then they get underway with permits and materials delivery.

Commissioner Kewish moved to award the Tahuya Apparatus Bay Bid to JH Kelly as presented and with a positive reference check; Commissioner Miller seconded the motion; Motion approved. Commissioner Severson abstained.

Good of the Order: None

Public Comment: None

Commissioner McIntosh moved to adjourn; Commissioner Quigley seconded the motion. The meeting was adjourned at 6:01pm.

Authority Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson



Tahuya Apparatus Bay - Bids Received

Name: Beisley Inc.

Base Bid:	<u>\$ 559,000.00</u>
Alternate Bid 1:	<u>\$ 18,000.00</u>
Alternate Bid 2:	<u>\$ 199,000.00</u>
Alternate Bid 3:	<u>\$ 49,000.00</u>
Alternate Bid 4:	<u>\$ 15,000.00</u>

Name: JBARD Construction Inc.

Base Bid:	<u>\$ 961,000.00</u>
Alternate Bid 1:	<u>\$ 14,600.00</u>
Alternate Bid 2:	<u>\$ 147,000.00</u>
Alternate Bid 3:	<u>\$ 14,250.00</u>
Alternate Bid 4:	<u>\$ 9,300.00</u>

Name: JHKelly

Base Bid:	<u>\$ 509,000.00</u>
Alternate Bid 1:	<u>\$ 20,000.00</u>
Alternate Bid 2:	<u>\$ 161,000.00</u>
Alternate Bid 3:	<u>\$ 6,000.00</u>
Alternate Bid 4:	<u>\$ 7,500.00</u>

Name: Rognlin's Inc.

Base Bid:	<u>\$ 700,000.00</u>
Alternate Bid 1:	<u>\$ 41,000.00</u>
Alternate Bid 2:	<u>\$ 221,000.00</u>
Alternate Bid 3:	<u>\$ 19,700.00</u>
Alternate Bid 4:	<u>\$ 10,400.00</u>

Apparent Low Bidder: JHKelly
Apparent Low Bidder: Beisley Inc.

North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
Station 81 14880 NE North Shore Rd - Tahuya
12/18/2018

Present: Commissioners McIntosh, Kewish, Quigley, Miller, Severson, Executive Assistant Patti, Chief Bakken; Assistant Chief Cooper

Guests: None

Vouchers #1812104 to #1812107 in the amount of \$288.80 were presented for approval.

A motion was made by Commissioner Quigley to approve the vouchers as presented; Commissioner Kewish seconded the motion. Motion carried.

FINANCIALS

Budget Summary: The Budget summary was presented by Chief Bakken. He was very pleased with the financial performance on both the expenditure and the revenue side. We will have a decent carryover for the end of the year. We expect one more report for the end of the year.

OLD BUSINESS

District 3: Chief Bakken reviewed the progress we have made to date with District 3. We are awaiting a draft Interlocal Agreement being prepared by their attorney. We have been doing the side by side budgeting and have shared this with the Chief and Commissioners.

Public Comment: None

Good of the Order:

- Mason County Fire Commissioners Meeting takes place January 3rd at 6:00pm at the Shelton Civic Center
- There will be a Lt. Pinning Ceremony in January on the 15th.
- Commissioner Severson is interested in attending a conference on Community Risk Reduction.
- CAC Meeting in January on the 14th at 5pm.

Commissioner McIntosh moved to adjourn; Commissioner Quigley seconded the motion. Motion carried. The meeting was adjourned at 5:39.

Authority Secretary Katie Patti

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson

INTERLOCAL AGREEMENT FOR FINANCIAL SERVICES

NORTH MASON REGIONAL FIRE AUTHORITY AND MASON COUNTY FIRE DISTRICT NO. 3

THIS AGREEMENT FOR SERVICES ("Agreement") is entered into by and between **NORTH MASON REGIONAL FIRE AUTHORITY** ("NMRFA") and **MASON COUNTY FIRE DISTRICT NO. 3** ("District 3"; collectively, the "Parties").

WHEREAS, District 3 has determined the need to have certain financial and accounting services performed but does not have the employed staff to perform such services, and

WHEREAS, NMRFA employs personnel who are capable of providing the services.

NOW, THEREFORE, IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. Services to be Performed by NMRFA. NMRFA agrees to perform the following financial accounting services (the "Services") for District 3:

- Preparation of payroll and payment of benefits
- Preparation of vouchers
- Management of accounts receivable.
- Interfacing with Mason County Treasurer with regards to warrants to be issued
- Maintaining District 3's books in Ganzer Software
- Reporting and payment of quarterlies.
- Completion of the annual Financial Auditing to Washington State.
- Assist with audits by the Washington State Auditors Office.
- Preparation of revenue and expense reports in a form reasonably requested by District 3 on a monthly basis.

1.1 District 3 will provide, or make available, to NMRFA all documents and information reasonably requested in order for NMRFA to perform the Services.

2. Compensation and Method of Payment. District 3 shall pay NMRFA the sum of \$4,000 per year, payable in equal installments during the months of April and October.

3. Duration of Agreement. This Agreement shall commence on January 1, 2019 and shall either be recorded with the Mason County Auditor or posted on the website of either party upon mutual execution. This Agreement shall continue indefinitely until terminated. Either party may terminate this Agreement upon not less than one hundred eighty (180) days written notice. The final payment shall be prorated to the termination date.

4. Indemnification. To the extent permitted by law, each party agrees to protect, defend, indemnify, and hold harmless the other party, its officers, officials, employees and agents, from any and all suits, costs, claims, actions, losses, penalties, judgments, and/or awards of damages, of whatsoever kind arising out of, or in connection with, or incident to this Agreement caused by or resulting from the indemnifying party's negligent acts or omissions.

5. Assignment and Subcontract. NMRFA shall not assign or subcontract any portion of the Services contemplated by this Agreement without the written consent of District 3.
6. Insurance. For the duration of this Agreement, each party shall maintain its own public liability and property damage insurance, or be self-insured, against claims for injuries to persons or damage to property which may arise from or in connection with the performance of this Agreement by its officers, officials, employees, or volunteers. It is expressly understood that no party shall be responsible to provide the other party's employees with coverage required under Chapter 41.26 RCW, as the same now exists or may be hereafter amended. To the extent permitted by the applicable insurance policies, each party hereby waives any right of subrogation against the other party. In this regard, each party utilizing a self-insurance retention program waives subrogation for any payment thereunder.
7. Separate Property. It is not contemplated that any property, real or personal, will be acquired by any party separately or jointly as a result of this Agreement. No separate fund shall be established with regard to this Agreement. Any acquisition of joint property shall be subject to a separate Interlocal Agreement, executed prior to or at the time of such joint acquisition. All equipment and property owned or acquired solely by a party hereto shall remain the equipment and property of that party.
8. Administration. The Fire Chief of NMRFA and the Fire Chief of District 3, or their designees, shall jointly provide the administration necessary to implement this Agreement.
9. Status of Personnel. No employee of any party to this Agreement shall be deemed to have become an employee of another party, or be covered by any insurance or pension plans of another party, by the employee's participation in the performance of this Agreement.
10. Drafting. Each party has fully participated in the drafting of this Agreement. Therefore, this Agreement shall be construed according to its fair meaning without regard to which party drafted a particular provision.
11. Severability. Any invalidity, in whole or in part, of any provision of this Agreement, shall not affect the validity of any other of its provisions.
12. Waiver. No term or provision herein shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented.
13. Amendment. No modification, termination, or amendment of this Agreement may be made, except by written agreement signed by all parties.
14. Entire Agreement. This Agreement constitutes the entire agreement between the parties concerning the matters addressed herein. This Agreement supersedes and nullifies any previous agreements or understandings concerning the matters addressed herein, whether written and/or oral, between the parties to this Agreement.

15. Counterparts. This Agreement may be executed (360) 220-9525 in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Agreement.

16. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Mason County.

DATED this _____ day of January, 2019.

MASON COUNTY FIRE DISTRICT NO. 3

By: _____
P.L. Graeber
Fire Chief

DATED this _____ day of January, 2019.

NORTH MASON REGIONAL FIRE AUTHORITY

By: _____
Beau Bakken
Fire Chief

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