



**North Mason Regional Fire Authority (NMRFA)**

**Meeting Minutes**

**Via Telephone/Videoconference**

**4/14/2020**

**Present:** Commissioners Kelley McIntosh, Brooke Quigley, Dan Kewish, Bob Miller, Paul Severson; Executive Assistant Wassenaar; Chief Bakken; Assistant Chief Cooper

Meeting held via telephone/videoconference in accordance with Governor Jay Inslee's proclamation 20-28 issued on March 24, 2020

**Absent:** None

**Guests:** None

Meeting was called to order at 5:00 p.m. and opened with the Pledge of Allegiance.

Financial vouchers were presented for review. Chief Bakken addressed the amounts for S & P Global, Hill International, power gurneys and JH Kelly due to the large totals. Also discussed were the existing and potential costs for the upcoming EMS Levy renewal.

**A motion was made by Commissioner Severson to approve the payroll and expense vouchers under BIAS 200401001 to 200401092 in the amount of \$901,837.07. Commissioner Kewish seconded the motion. Motion carried.**

**ADMINISTRATION**

**Emergency Prevention Specialist:** Chief Bakken explained that we are still in the hiring process for the EPS position. Assessment Center was held via Zoom conference last week with multiple NMRFA members. Of the seven finalists, four have been selected for a final Chief's interview to be held this Friday or next Monday.

**Emergency Management Campus Request for Qualifications (RFQ):** Commissioner Severson requested we add an addendum, if necessary, indicating that any public opening will be held via Zoom due to the existing stay at home order. Also indicated the RFQ is published on ConstructConnect and Planwell with a project budget/scope of \$60,000. Executive Assistant Wassenaar indicated she will look into both concerns and provide an update at the next meeting.

**COVID-19:** Chief Bakken provided an update on the impact of COVID-19

*EMS Response Procedure:* Walked through the existing response procedure when respiratory illness is suspected or when COVID19 has been confirmed within the residence.

*EMS Call Volume:* Have seen a decrease of 20-25% in call volume.

*Shelton Journal:* Lieutenant Laura Chester drafted an article for the Journal addressing concerns regarding public safety and first responders during the pandemic – to be published this week.

*Area Command:* Brief update on Area Command and distribution of information to the public.

*Personal Protective Equipment:* Supply is adequate both within the County as well as region.

*COVID-Related Expenses:* Overall cost to the Fire Authority has been low; tracking any expenses for future reimbursement.

*Re-Opening:* No formal plan has been devised; anticipate a systematic format based on data. There is no indication all business will be open as of May 5; rather, open specific trades and weigh the impact before opening others.

*Serum Testing:* Not currently available in Mason County.

*Station Cleaning Plan:* Assistant Chief Cooper established a cooperative cleaning plan with North Mason Schools to utilize their janitorial staff to clean stations at a fraction of the cost of other professional cleaning businesses. This not only saves the Authority money due to the reduced cost, but also provides NMSD with work and funds. Station 21 has been completely cleaned/disinfected – Stations 27 and 81 are in process.

## **NEW BUSINESS**

**Resolution 20-05:** Provide for the submission to qualified electors of the North Mason Regional Fire Authority at an election to be held on August 4, 2020, Proposition authorizing the continuation of an Emergency Medical Services property tax levy not to exceed \$.50 per \$1,000.00 of true and assessed valuation, in addition to its regular property tax levy, for a period of six consecutive years beginning in 2020 and ending in 2025 and to be collected in each succeeding year (2021-2026) to provide funds required by the Fire Authority to enable the Fire Authority to provide Emergency Medical Services.

Discussed the language in the Resolution drafted by Attorney Brian Snure. Two options were provided for ballot language, which were discussed at length. Chief Bakken indicated that following Board approval, the Mason County Prosecutor's Office will also need to approve the language. Board requested additional options be provided that make the language more clear to voters. Chief will modify language and send to Board prior to the next meeting scheduled for April 21.

## **GOOD OF THE ORDER/GENERAL DISCUSSION**

COVID testing sites throughout Kitsap County were discussed. The Fire Authority has not utilized these sites at this time because they send out to private labs which currently have a longer turnaround time.

**Public Comment:** None

**With no further business Commissioner McIntosh adjourned the meeting at 6:13 p.m.**

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Authority Secretary Renee Wassenaar

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Commissioner Kelley McIntosh

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Commissioner Brooke Quigley

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Commissioner Bob Miller

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Commissioner Daniel Kewish

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Commissioner Paul Severson