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

**Meeting Minutes**

**Via Telephone/Videoconference**

**6/16/2020**

**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 5:04 p.m. and opened with the Pledge of Allegiance.

**FINANCIALS**

Chief Bakken presented June Budget Summary. We were notified today of \$120,000 received in GEMT for 2019; will show on next report. Discussed lack of DNR revenues (\$0 for 2020) – Chief Bakken confirmed logging is still planned but unclear when monies will be disbursed. COVID impact is estimated at \$75,000 lost in revenue so far this year; anticipate full reimbursement through the CARES Act in up to 3 separate phases (received payment 1, waiting on 2 and 3).

**ADMINISTRATION**

**Open Public Meetings:** Executive Order for no in-person meetings expires on 6.17.2020. Chief Bakken indicated we are under the assumption the order will not be extended. We will offer in-person meetings in July but will maintain the Zoom teleconference option. We will implement appropriate COVID protocols for public to attend at Station 21.

*Training Webinar* – Executive Assistant Wassenaar confirmed she forwarded the Open Public Records/Meetings webinar from Brian Snure, as it was still available.

**Safe Start Reopen:** Mason County currently in the process of completing and submitting application to advance to Phase 3.

**EMS Levy:** Educational flyers in the mail as of today. Chief Bakken indicated he already received a phone call from resident venting frustration over the recent NMSD levy and **regional** concern specifically due to the property value increase and impact on taxes. **Chief Bakken addressed the resident's concerns during that phone call. NMRFA allowing a couple days before the next social media post.**

## OLD BUSINESS

**Headquarters Station General Contractor/Design Team:** Commissioner Severson discussed the interview/team selection process and the selected firm TRICO/Architects West. He commended Darrin Sweeney from City of Richland for volunteering to assist with the process. He also commended Hill International for their involvement; Hill has ensured that we are handling the process fairly. Chief Bakken indicated Darrin reached out to him when he learned of the project since he is originally from the North Mason area; has extensive experience with progressive design build process.

Chief Bakken discussed next steps – kick off meeting June 24. DBIA contract for Design Build Team presented to Board, seeking any concerns or objections prior to executing. Commissioner Quigley had questions about Force Majeure and why labor disputes included; Commissioner Severson clarified that is because of Unions ability to delay or strike. Brief discussion on the submitted proposals and meeting quality standards and environmental concerns. Executive Assistant Wassenaar will send TRICO/AWI proposal to Board members.

**No concerns from Board with moving forward with contract execution.**

**Repurposing Station 21:** Chief Bakken has had informal discussions with Sheriff's Office and County Commissioners who have been in for some initial planning (no specific ideas at this time). Indicated community members have presented alternative uses that have been rumored i.e. shooting range, brewery, homeless facility. Confirmed NMRFA will maintain ownership of the building, with ultimate control over use; the NMRFA have has not been involved in any of these rumored discussions.

**Tahuya Apparatus Bay:** Construction is essentially complete and the focus is shifting to beautification of the building i.e. landscaping. We will be working with Tahuya Community Club for labor and small projects; Assistant Chief Cooper will utilize Small Works Roster for more advanced projects i.e. drainage from down spouts, fencing around septic. Chief Bakken and Lacey Newman will be going down shortly for to create a virtual introduction to the new building. Regarding community concerns over renovation of existing station, we would like to wait until Station 21 project is underway. New sign has been built and is permitted, awaiting installation.

## NEW BUSINESS

**Policy Review – Job Description-Emergency Prevention Specialist:** The purpose of the policy is to define the Authority's work expectation and description for the classification of Emergency Prevention Specialist.

**Motion made by Commissioner Severson to approve the Job Description-Emergency Prevention Specialist as presented. Commissioner Kewish seconded the motion. Motion carried.**

**Policy Review – Ops-08 Fire Inspections for Commercial Properties:** In collaboration with Mason County, the Fire Authority will provide a fire inspection program that requires voluntary participation on the part of commercial business and property owners. The purpose of this policy is to define the responsibilities of the Fire Authority and the expectations of members performing fire inspection duties.

**Motion made by Commissioner McIntosh to approve the revised policy Ops-08 Fire Inspections for Commercial Properties as presented. Commissioner Kewish seconded the motion. Motion carried.**

**Policy Review – Admin-11 Policy Review, Development and Revision:** The Authority will maintain a Policies and Procedures Manual which sets forth the practices and procedures governing its operations. New or revised policies and/or procedures may be adopted from time to time to facilitate the ongoing efficient operations of the Authority.

Commissioner Quigley and Executive Assistant Wassenaar discussed potential revision to the policy prior to Board meeting. Presented policy with update to the Board.

**Motion made by Commissioner Quigley to approve revised policy Admin-11 Policy Review, Development and Revision as presented. Commissioner Miller seconded the motion. Motion carried.**

**GOOD OF THE ORDER/GENERAL DISCUSSION**

**July Board Meeting:** Chief Bakken will not attend initial July meeting as he will be out of town. Assistant Chief Cooper and Executive Assistant **Wassenaar** will host meeting for voucher approvals. Bulk of Administrative Report will be moved to second meeting.

**Commendation:** Commissioner Quigley requesting formal commendation to Antonio Summerlin for his work at the Fire Academy. Chief Bakken will draft formal letter of commendation on behalf of the Board.

**Public Comment:** None

**With no further business motion made by Commissioner McIntosh to adjourn the meeting. Commissioner Quigley seconded the motion. Meeting 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