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

**Meeting Minutes**

**Via Telephone/Videoconference**

**6/9/2020**

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

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

**Absent:** Assistant Chief Cooper

**Guests:** None

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

The meeting minutes from May 12 and May 19, 2020, were presented for approval.

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

Financial vouchers were presented for review.

**A motion was made by Commissioner Severson to approve the expense and payroll vouchers under BIAS 200601001 to 200601069 in the amount of \$389,580.47. Commissioner Kewish seconded the motion. Motion carried.**

#### **FINANCIALS**

Chief Bakken confirmed Lacey Newman will be assigned voucher/budget line items currently listed for Emergency Prevention Specialist. Line items for Fire Marshal training to be moved to Robert Collamore as he is working toward Investigator III and handles fire inspections.

#### **ADMINISTRATION**

**EMS Personnel Injury Update:** Captain Ehresman had second opinion and will not require surgery on his hand. He is beginning physical therapy shortly, with the goal to return full time by the end of June.

**Administrative Assistant Leave of Absence:** Administrative Assistant Kayla Sturgis is pregnant and due July 5; she plans to continue to work as long as possible. Following maternity leave, she plans to return to work by late September or October.

**Emergency Prevention Specialist and Firefighter/EMT Update:** Lacey Newman started June 1 with her first project being Virtual Safety Days. Victor Quiroz started June 1 with B Shift.

**Paramedic Update:** Kyle Severance is finishing the Fire Academy at the end of June and Zackary Jenson is finishing his Paramedic Certification shortly. Zack previously completed the Mason County Volunteer Academy, but we will assess and determine if he needs to go to a Fire Academy – if needed, the North Bend Fire Academy starts the beginning of August. Both are scheduled to start July 1.

**Virtual Safety Days:** A total of 5 videos have been published on the North Mason School District website and we are sharing one video per week on social media and Authority website.

**2019 WA State Annual Report Status:** Chief Bakken commended Executive Assistant Angie McCormick for the work she did compiling the annual report.

**2019 WA State Annual Report FD3:** Chief Bakken and EA McCormick assisted Chief Graeber and her Administrative Assistant with compiling and submitting their annual report. Chief Bakken confirmed the report was the end of any financial obligations the Authority has with them.

**EMS Levy Education/Campaign Update:** Social media, video and website publications have gone out and we have had no negative feedback. Postcard flyers will be mailed at the end of the week or beginning of next week; yard signs have been ordered and will go out in the coming weeks. We will continue weekly social media posts and will send one more flyer when the ballots are mailed. Commissioner McIntosh requested we consistently remind voters of the election date, and ensure they remember to bring or mail ballots if going out of town.

**Property Acquisition Update:** Chief Bakken has been working with our attorney and property owner's attorney to finalize the property purchase next door. The original purchase option of \$220,000 included an agreement to apply any increase in assessed value at the time of purchase as a credit towards ~~Lois's~~ the resident's rent. We are not obligated to pay any balance if she leaves before the full amount is applied towards rent. We received an updated assessment at \$255,000 and have a closing date of July 31, 2020.

**COVID-19 Update:** One more positive case today, 38 total with 2 active at this time. It is imperative we don't get complacent, even with the focus shifting to recovery – PPE and response protocols are still in place. Mason County is looking to apply to Phase 3. Additionally, the Emergency Support Functions have disbanded - not meeting regularly, but can meet if necessary.

**CARES Act Reimbursement Status:** The WA Fire Chiefs Association notified Chief Bakken the CARES Act did not exclusively indicate funds were available for Fire Districts and Fire Authorities. He was asked to send a letter to state representatives requesting they amend the language to specifically address districts and authorities. At this time, the Authority has received an initial payment directly from CARES and Chief Bakken does not foresee any issues with regards to the second payment. Chief will touch base with Captain Ehresman, as he believes there will be a third round of payment as well. Chief clarified that payment one was for direct costs (i.e. PPE) and payments two and three are for lost revenue.

**Power Gurneys:** The power gurneys funded by the AFG Regional Grant were installed in the last two weeks and have already been making a difference. A special thank you goes to Captain Ehresman for writing the grant and for getting those installed.

## **OLD BUSINESS**

**Headquarters Station Update:** Final interviews with Design/Construction firms are scheduled for Wednesday. The goal is to have final consensus on selection by the end of the day and send formal notification by June 22.

## **NEW BUSINESS**

**IAFF/Labor Negotiations:** Jeff Yates resigned as president for the North Mason local. Jeff indicated as a new Lieutenant, he does not have sufficient time available - wants to focus on his role as Lieutenant and allow someone else to step up. Additionally, Vice President Dan Cox is no longer with North Mason. Chief Bakken indicated he has been told Captain Cleveland may step up. The Local will be meeting at the end of the month and will let us know. Further, labor negotiations need to take place but cannot begin without leadership updated.

**Policy Review:** Executive Assistant Wassenaar briefly discussed three policies to be reviewed by the Board, as well as the Revision Schedule she created. Hoping to have Board approval of those policies at the next meeting.

**Strategic Planning 2020:** The existing plan expires 2020. Between now and September, we will need to go over our last plan and discuss accomplishments. In September, we will move forward with planning for 2021-2025 (in-house) and hope to complete before the end of the year.

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

**Open Public Meeting and Records Webinar:** Commissioner Quigley attended the June 6<sup>th</sup> training and indicated it went well. She feels she received the same amount of information as if it had been in person. Executive Assistant Wassenaar will look into seeing if there is a recording available to share.

**Records Retention:** Chief Bakken confirmed we follow a Retention Schedule and shred documents in accordance with the schedule. Due to the increased cost, the Authority does not archive.

**MC District 6:** Continue to have issues and now public records have been released. Yard signs with specific Mason County officials and complaint website address have been posted.

**CAC:** Commissioner Quigley indicated she does not anticipate a July meeting being held in person, but requested we continue to send CAC members regular NMRFA updated. Will discuss hosting an electronic platform for September as we get closer.

**Public Comment:** None

**With no further business Commissioner McIntosh adjourned the meeting at 6:02 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