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

**Meeting Minutes**

**Via Telephone/Videoconference**

**7/14/2020**

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

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

**Absent:** Chief Bakken

**Guests:** None

Meeting was called to order at 5:01 p.m. and opened with the Pledge of Allegiance.

The meeting minutes from June 9 and June 16, 2020, were presented for approval.

**Commissioner Quigley moved to approve the meeting minutes with grammatical corrections. Commissioner Kewish seconded the motion. Motion approved.**

Financial vouchers were presented for review.

**A motion was made by Commissioner Kewish to approve the expense and payroll vouchers under BIAS 200701001 to 200701101 in the amount of \$596,362.89. Commissioner Severson seconded the motion. Motion carried.**

**ADMINISTRATION**

**Road 11 Fire:** Deployed one brush unit with two wildland firefighters to assist with brush fire outside of Mansfield, WA. Unit expected to return home tomorrow July 15.

**Burn Restrictions:** Restriction on outdoor burning to all lands regulated by Mason County to take effect Thursday July 16 at 00:01. The burn restriction applies to outdoor burning, including land clearing and yard debris. This restriction allows recreational fires in conforming fire pits.

**Administrative Assistant Update:** Administrative Assistant Kayla Sturgis gave birth to her baby boy and will be taking the full 16 weeks of maternity leave. In the interim, we have hired Lindsay Chaffee to assist with Administrative Assistant duties. She will be working 30 hours per week.

**COVID-19/Face Covering Directive:** Discussed the recent protective face covering directive – facial covering to be worn in public when acting on behalf of the Authority. Additionally, all visitors are being met outside the fire station and screened; only allowing visitors into the station when absolutely necessary and they are required to wear a facial covering.

Commissioner Quigley asked if the Authority has responded to any COVID cases. Assistant Chief Cooper confirmed that we had one call a few months ago, but the patient was not transported. Executive Assistant Wassenaar provided an update of the information gained through her weekly Joint Information Center (JIC) meetings – most positive cases have been through contacts outside Mason County or in the same home as previous positive patients; although positive cases have gone up, the hospitalizations have not (only one hospitalization and they are being treated outside Mason County). Executive Assistant Wassenaar will provide another update following her JIC meeting on Wednesday.

**Facilities Improvements:** Currently soliciting bids for station 82 improvements (needs roof, paint and gutters). Also seeking estimates for small projects/improvements to Stations 23 and 24.

**EMS Levy:** Commissioner McIntosh asked if there are any additional campaign costs anticipated. Assistant Chief Cooper indicated nothing additional is planned at this time.

## **OLD BUSINESS**

**Headquarters Station Update:** Assistant Chief Cooper indicated Chief Bakken will have an update next week, but Chief Bakken did meet with Crew Representatives regarding the design of the new station. At this time there has been little input and everyone seems happy with the design. Chief Bakken did tour the Northern Lakes station designed by Architects West.

**Tahuya Apparatus Bay:** Dry wells were installed today and Assistant Chief Cooper met with Buxman Excavation and Landscape for a landscaping estimate. Commissioner Kewish has also walked the site and provided a list of materials to Commissioner Severson for pricing. Commissioner Severson will forward to Assistant Chief Cooper for review.

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

**Strategic Plan:** Executive Assistant Wassenaar confirmed the plan expires at the end of 2020 and she is currently re-engaging the crews in preparation to begin the planning process. They will be meeting in September to go over the existing plan and discuss which goals were met. They will then meet again to discuss new goals; anticipate new plan being complete by December 2020.

**Union Body:** Assistant Chief Cooper indicated he has received nothing formal but has been told that Captain Ryan Cleveland will be the new President and Paramedic/Firefighter Ryan Cloud will be the Vice President.

**Public Comment:** None

**With no further business Commissioner McIntosh adjourned the meeting at 5:33 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