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

**Meeting Minutes**

**Via Telephone/Videoconference**

**8/11/2020**

**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 5:01 p.m. and opened with the Pledge of Allegiance.

The meeting minutes from July 14 and July 21, 2020, were presented for approval.

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

Financial vouchers were presented for review. Commissioner Quigley asked about the honorariums for Abbott Construction and WA Patriot. Chief Bakken confirmed the finalists selected through the RFP process for the new headquarters station were each given an honorarium of \$5,000 to offset some of the expenses they accrued through that process. Chief Bakken also discussed the payment to Hill International (Owner Representative) in the amount of \$23,523.75 for Hill International. Chief Bakken confirmed they have a not to exceed contract amount, but we pay monthly based on the hours they have spent on our project. Also discussed were the payment to Kitsap Fire Security for the fire alarm system at Station 81 and the payment to Washington State University as part of the research for our QRT grant (goes through our vouchering process but is reimbursed through our grant).

**A motion was made by Commissioner Kewish to approve the expense and payroll vouchers under BIAS 200801001 to 200801088 in the amount of \$360,792.77. Commissioner Miller seconded the motion. Motion carried.**

**ADMINISTRATION**

**EMS Levy Results:** The Authority surpassed 70% approval, which is the highest approval Chief Bakken has seen aside from the RFA formation. This not only shows the hard work that went into the campaign but also the work of NMRFA members every day.

**COVID-19:** As of today there have been 255 cases, with 74 currently active and 3 hospitalizations. Chief Bakken confirmed there have been no positive cases within the Authority and we continue to respond to very minimal positive residences. Also discussed child care concerns as we move toward the school year; because we are an essential business, child care will be offered through the school district. Chief Bakken also explained that Medicare has denied our request for the second round of reimbursement through the CARES Act, because we received round one funding. If a third round becomes available, we may be eligible.

**Emergency Response Activity:** Although there was a lull during March and April, response has greatly increased into the summer months. Additionally, there has been an **increasing increase** in very critical calls (i.e. motorcycle/car accidents). Typically the local vacation population is limited to the weekends; because people are out of work or working from home, they have been staying throughout the week as well, impacting our response volume.

**Wildland Fire Response:** Assistant Chief Cooper discussed the two wildland deployments to Douglas County. Both units aided in mop up operations and received very positive feedback from the strike team leaders. According to DNR, Washington wildland season has been very slow and Mason County has had very minimal activity.

**Fire Academy Graduation:** Antonio Summerlin, a Resident on B Shift, recently graduated from the North Bend Fire Academy. During his time in the Academy, he won the Bull Dog Award. The Academy was initially planning to hold an in-person graduation, but it was cancelled last minute. Chief Bakken will be putting a celebration together shortly.

**Emergency Prevention/Outreach:** Multiple upcoming projects...

*Blood Drive:* Discussed a recent article in the Kitsap Sun regarding the current shortage in blood and blood donations. Faith in Action is having the Bloodworks blood mobile September 25/26 and the Authority will be partnering. Chief Bakken would like to rally the community, especially since many of our recent calls have required blood replacement.

*Virtual CPR Instruction:* In-person CPR classes have been cancelled for the remainder of 2020. Our Emergency Prevention Specialist will be creating a virtual CPR series to be distributed through social media and our website.

*Fire Prevention Week:* Fire Prevention Week coming in October. Chief Bakken will be working with the Emergency Prevention Specialist to prepare.

*Bridge Inspections:* We are nearly 3/4 of the way complete with the inspection and preplanning process for private bridges within the Authority.

Commissioner Quigley expressed concern regarding the impact of COVID on opioid services in the area. The ongoing stress can increase drug use and people may not currently be able to receive services or make appointments. She requested that the Emergency Prevention Specialist work with Public Health for public outreach.

**AFG Potential Award:** Chief Bakken explained that he had submitted a regional grant in the amount of \$140,000 for mental health services, including counseling, referral, peer support and training. The grant

program has asked us for clarifying information, which typically signifies a grant award is imminent. No guarantees; however, Chief Bakken is prepared to **make an announcement** once additional information is received.

**IT Transition:** Chief Bakken discussed the replacement of our outdated server that was purchased in 2012. The Authority will be moving to the Microsoft Cloud, which provides more backup space, prevents server failure/downtime and is accessible from anywhere. IT Specialist Christy Hutter is currently working on the transition (aiming to be completely transitioned by September 1). Included in the transition, Microsoft also provides an upgrade to Office 365.

Commissioner Miller asked if there have been discussions regarding cyber-security; Chief Bakken confirmed security is the main reason for going with Microsoft (relating to the exchange of personal health information and HIPAA requirements).

**Leadership Webinar:** The Authority will be holding a Leadership Webinar on August 27 at 1:00 p.m. with Admiral Dawson. He will have a presentation followed by Q&A. Chief Bakken thanked Captain Ehresman for putting the webinar together.

**ProPhoenix Update:** ProPhoenix public safety software is an on-premise and cloud-based fully integrated system including CAD, Mobile, Law RMS, Fire RMS, Corrections Management, EMS, Professional Standards Tracking and Citizen Services. The decision was made to move from Spillman to ProPhoenix over two years ago but **the transition** has been met with multiple challenges. During a recent meeting of the Fire Chiefs Association, there was a vote 8:3 to discontinue ProPhoenix implementation. The Association requested a MACECOM representative take the recommendation to the governance board, which was to have occurred early today. Chief Bakken indicated the initial program purchase was \$250,000, which was paid with state and grant funding, MACECOM and a Squaxin Island Tribal Grant. At this time there is no alternative available.

## **OLD BUSINESS**

**Tahuya Apparatus Bay Update:** Received final permit from Mason County; still have minor landscaping and striping left.

**Tahuya Apparatus Bay Grand Opening:** The Planning Committee will be meeting on Wednesday to develop a virtual grand opening. The intent is to have an introductory video of the new station, paired with an informal tour with Chief Bakken, Assistant Chief Cooper and the Emergency Prevention Specialist, as well as Zoom conference with Commissioners and Tahuya dignitaries. The virtual program will be recorded and shared on social media and our website.

**Freedom Foundation Litigation Update:** As previously discussed, there is a WA State Class Action lawsuit that the Authority was named in against the Freedom Foundation. Because we had not ever received a request for public records from the Freedom Foundation, we were dropped from the suit. Chief Bakken indicated there is no solution or closure to the case, the Authority has simply been released. If we receive a request for records from the Freedom Foundation in the future, we will reach out to our attorney Brian Snure.

**Public Comment:** None

**With no further business Commissioner McIntosh adjourned the meeting at 6:23 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