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

**Meeting Minutes**

**Via Telephone/Videoconference**

**9/15/2020**

**Present:** Commissioners Kelley McIntosh, Brooke Quigley, Dan Kewish, Paul Severson, Bob Miller; 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.

Financial vouchers were presented for review.

**A motion was made by Commissioner McIntosh to approve the expense and payroll vouchers under BIAS 200902001 to 200902002 in the amount of \$804.70. Commissioner Quigley seconded the motion. Motion carried.**

#### **FINANCIALS**

Chief Bakken presented the current Budget Summary. There is still no update on timber revenue (\$0.00 received); may need to assess timber in future budgeting process. Discussed the Project Construction Fund; we still need to reimburse ourselves for some initial project costs (initially paid out of Capital Fund) which will be done by the end of 2020. Also briefly discussed the Bond Fund, proceeds were invested into the State Fund; Chief Bakken indicated the investment is not currently yielding a high return due to historically low interest rates at this time.

#### **ADMINISTRATION**

**Wildland Update:** All deployed crews have returned home, after deploying for the maximum 14 days. Deployed units are currently under a 24-hour waiting period; following the waiting period, crews may be deployed again. There is no indication at this time if they will be re-deployed.

**Strategic Planning:** Strategic Planning Steering Committee had a kick-off meeting last week, at which time the existing plan and accomplishments were reviewed. Currently developing a plan for the process, and will be engaging crews with shift meetings beginning next week. Chief Bakken will have the Steering Committee Charter forwarded to the Board for review.

**Labor Negotiations:** Will officially begin negotiations tomorrow; meetings are scheduled for the next three Wednesdays. Chief Bakken indicated the goal is to have a labor contract in place by the end of the year.

**Headquarters Station Update:** Presented updated site plan; discussed the reduction of impervious surfaces in order to limit the amount of storm water required. The current plan discharges storm water throughout the property, rather than one large pond. Also presented the most recent floor plan, as well as the three elevations provided by the architects.

**Facility Improvement Update:** Assistant Chief Cooper provided an update on facility improvements including exterior repairs, painting, striping, driveway chip sealing and new signage.

## **NEW BUSINESS**

**Policy Review – Pers-34.1 Wellness Incentive Program:** It is the purpose of the Wellness Incentive Program to promote the wellness of employees of the Authority.

**Motion made by Commissioner Miller to approve the new policy Pers-34.1 Wellness Incentive Program as presented. Commissioner Quigley seconded the motion. Motion carried.**

**Policy Review – Admin-25 Public Records Policy and Procedure:** This policy establishes the procedures the Authority will follow to provide for the fullest assistance to requestors, including the timeliest possible action on requests, while protecting public records from damage and preventing excessive interference with other essential Authority functions.

**Motion made by Commissioner Quigley to approve the revised policy Admin-25 Public Records Policy and Procedure as presented. Commissioner Kewish seconded the motion. Motion carried.**

**Policy Review – Admin-36 Resolution Handling:** This policy is designed to provide instruction for the proper communication and handling of a Board-approved (and notarized) Authority Resolution.

**Motion made by Commissioner Kewish to approve the revised policy Admin-36 Resolution Handling as presented. Commissioner Miller seconded the motion. Motion carried.**

## **GOOD OF THE ORDER**

**Staffing Update:** Josh Hasbrook is moving to Bremerton Fire Department; departure ceremony was held with Josh and his shift last night. Kyler Gracey was offered a full time position (was previously filling a temporary position) to replace Josh. Tanner Zuber is now filling the temporary position until paramedic Zack Jenson completes Fire Academy.

**Letter of Commendation:** Letter of commendation has been drafted on behalf of the Board **to crews for their hard work and dedication over the last few weeks of record-setting call volumes.**

**Public Comment:** None

**With no further business Commissioner McIntosh adjourned the meeting at 6:19 p.m.**

**BOARD FOR VOLUNTEER FIREFIGHTERS**

**Present:** Commissioner McIntosh, Chief Bakken, Assistant Chief Cooper, Executive Assistant Wassenaar, Volunteer Trevor Ryan.

Meeting was called to order at 6:19 p.m.

An invoice in the amount of \$200.00 for volunteer firefighter physicals was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice. Volunteer firefighter Ryan seconded the motion. The motion carried.**

**With no further business Commissioner McIntosh adjourned the meeting 6:20 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