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

**Meeting Minutes**

**Via Telephone/Videoconference**

**12/15/2020**

**Present:** Commissioners Kelley McIntosh, Brooke Quigley, Paul Severson, Dan Kewish, 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:** Charles Westover, Hill International

Meeting was called to order at 5:02 p.m. and opened with the Pledge of Allegiance.

**FINANCIALS**

Chief Bakken presented the December Budget Summary for review. Chief Bakken indicated he will present the end of year summary at the next Board meeting, as we will not receive the end report from Mason County until the end of December or beginning of January.

**ADMINISTRATION**

**Headquarters Station Update:** Presentation by Charles Westover, Owner Representative with Hill International. Mr. Westover provided an update on the headquarters station project.

- Status: We are currently at 60% design development complete; nearing the end of Phase 1 (pre-construction)
- Project challenges: Market conditions impacting the budget, COVID-19, guaranteed maximum price (GMP)
  - Received GMP proposal from TRICO on 12.9.2020 and rescheduled the anticipated acceptance date to 12.22.2020
  - If unable to agree on the GMP as presented, TRICO can modify, NMRFA can accept and group can proceed or NMRFA can terminate the contract with TRICO
- Phase 2 Design completion, permitting, construction
- Phase 3 Project closeout and warranty monitoring

Mr. Westover also shared the current site plan layout, most recent exterior image and conceptual floor plan.

Chief Bakken provided an update on the project overall. The NMRFA is currently closing out the comment period for the SEPA (State Environmental Policy Act) process, as part of the request for a Special Use Permit to allow a fire station within the Belfair Urban Growth Area (UGA). Following the comment period, there will be a formal hearing and review. Chief Bakken also discussed the comments made by Ken VanBuskirk at the last Board meeting. Executive Assistant Wassenaar addressed Mr. VanBuskirk's concerns over the geotechnical studies and test pit location and depth. Specifically, there are two separate geotechnical studies being performed on the property and only one is complete at this time. The report released with the SEPA was specific to the test pits on the north end of the property and studied the soil conditions under the proposed facility location to determine excavation/foundation/footing requirements. The test pit closer to the existing facility is being studied for infiltration capabilities to determine stormwater requirements. At this time, that report is not available.

Chief Bakken also addressed additional emails he received from Mr. VanBuskirk that were forwarded to the Board for review, including concerns over a seasonal pond next to the existing facility and water runoff from the property. Additionally, Chief Bakken confirmed that he has had no further discussion with any parties regarding the future use of the existing fire station; the intention is still to have an emergency management campus that will bring in the Sheriff's Office and Department of Emergency Management.

## **OLD BUSINESS**

**Strategic Planning Update:** The Strategic Planning Steering Committee met on Thursday, December 10. All stakeholder input has been compiled and sent to the Steering Committee to identify themes.

## **NEW BUSINESS**

**Fire Chief Evaluation:** Chief Bakken advised he is compiling accomplishments to provide to the Board. Commissioner McIntosh will develop a draft review and submit for input/make available to the remaining Board members.

**COVID-19 Vaccines:** Chief Bakken indicated vaccines will be available to the NMRFA the first part of next week. Distribution and administration procedure and guidelines have not been clear from Mason County Department of Emergency Management. Additionally, there is currently no guidance from the local or state level. Chief Bakken advised the NMRFA will likely receive the vaccine prior to Mason County, as Peninsula Community Health Services has offered to provide vaccines to NMRFA.

Chief Bakken indicated he has been in communication with Mason County Medical Director Dr. Hoffman regarding moving forward once the vaccine becomes available. Dr. Hoffman has advised that the response procedure should remain the same for the foreseeable future, even with 100% vaccination of NMRFA responders; will need to re-review several months down the road.

**Board Chair and Vice Chair Elections:** RCW 52.14.080; Existing Chair Kelley McIntosh, existing Vice Chair Brooke Quigley; Commissioner Severson was nominated for Vice Chair and Commissioner Quigley volunteered to resign.

**A motion was made by Commissioner Quigley to retain Commissioner McIntosh as Board Chair and elect Commissioner Severson as Vice Chair. Commissioner Kewish seconded the motion. Motion carried.**

**CAC Meetings:** Commissioner Quigley advised the CAC will be reconvening in 2021 and plans to hold January and March meetings; she intends to discuss the potential for moving to quarterly meetings at the March meeting. Commissioner McIntosh confirmed she would be available for the January meeting.

**GOOD OF THE ORDER**

**Public Comment:** None

**With no further business, Commissioner McIntosh adjourned the meeting at 6:30 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