



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

12/8/2020

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: Ken VanBuskirk; Lieutenant Ryan Cloud; Captain Ryan Cleveland

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

The meeting minutes from November 10 and November 17, 2020, were presented for approval.

Commissioner Quigley moved to approve the meeting minutes with minor amendments to November 10. Commissioner Miller seconded the motion. Motion carried.

Financial vouchers were presented for review.

A motion was made by Commissioner Miller to approve the expense and payroll vouchers under BIAS 201201001 to 201201091 in the amount of \$553,765.48. Commissioner Kewish seconded the motion. Motion carried.

FINANCIALS

Commissioner Quigley asked for an update on Mission Creek. Chief Bakken explained that Executive Assistant McCormick sent an updated contract agreement but has not yet received a response. Additionally, we have not received payment as of the time of this meeting. Chief Bakken further explained that wildland firefighting reimbursement has not been received from the Department of Natural Resources. Chief Bakken indicated he assumes the delay is related to COVID-19.

ADMINISTRATION

Mason County COVID-19 Update: As of tonight, there has been a total of 910 positive COVID cases in Mason County, with 136 active at this time. Mason County Public Health was previously notifying MACECOM of active cases in order to flag residences; because of the number of active cases at this time, Public Health is no longer able to provide that information. Kitsap County continues to see an increase in

positive cases as well. Governor Inslee issued an updated COVID proclamation today, extending the work from home order through January 4, 2021. As a result, NMRFA administrative staff will continue to work from home in compliance with that order.

St. Michael's Hospital Silverdale: St. Michael's will officially be transferring patients from the Bremerton facility to the new Silverdale location on December 12. Chief Bakken anticipates NMRFA responders will discontinue transporting to Bremerton between 4:00 and 5:00 a.m. After December 12, NMRFA will not send any patients to Bremerton unless there is a divert status from the Silverdale facility; due to the size of the Silverdale emergency room, any divert status would be very rare.

Administrative Assistant Hiring Announcement: NMRFA has completed the hiring process and made a candidate selection, which has been accepted. The new Administrative Assistant cannot start employment with NMRFA until the work from home order is lifted by the Governor. We are not releasing the candidate's name publicly until an official start date has been established, out of respect to her current employment.

Firefighter Hiring Announcement: Antonio Summerlin has been hired to fill fulltime firefighter position. Antonio is currently an NMRFA Resident serving on B-Shift; will be moving to A-Shift effective December 18.

Lieutenant Promotion Announcement: Firefighter/paramedic Ryan Cloud has been promoted to Lieutenant on A-Shift; will move to that role effective January 1, 2021. Ryan has been with NMRFA since 1996 and has served nearly every position from volunteer to student to outreach coordinator to paramedic.

Tahuya Apparatus Bay Landscaping: Assistant Chief Cooper provided updated photographs. NMRFA contracted with Millions Landscaping, who provided new manor stone block flower bed, added drain/river rock, connected down spouts to drainage system, provided plant package and installed drip system and stairs. Two projects remain at the Tahuya Station, including completing the decorative rock around the drain field and installation of new fence which is slated for January 2021.

Tahuya Apparatus Bay Grand Opening: The 30 minute video with station tour, Commissioner remarks and ribbon cutting has been released. The link was shared through social media and NMRFA website; also released in the Tahuya Community Club newsletter. A news release announcing the opening of the station will be in the Belfair ~~Harold~~ [Herald](#) in the coming weeks.

Tahuya Fire Station Phase 2: Chief Bakken anticipates moving forward with the remodel/phase 2 in 2021, but a formal schedule has not been identified at this time. Chief Bakken explained the NMRFA needs to focus on the new headquarters station and have that project under construction before returning focus to Tahuya.

New Fire Engine Update: Assistant Chief Cooper shared photographs of the chassis for new fire engine and provided an update. Assistant Chief Cooper explained that due to a COVID-19 outbreak throughout South Dakota, there have been several delays; currently scheduling an inspection trip for February 2021. Once the chassis is combined with the cab, it will be sent to the Rosenbauer facility for assembly of the engine itself.

Headquarters Neighbors' Presentation Update: Chief Bakken provided a brief update – nearly the entire design team was present, with two neighbors in attendance. The site plan was shared, followed by an extensive discussion addressing the impact of the new station on the surrounding neighbors.

Disaster Preparation Campaign: Emergency Prevention Specialist Lacey Newman is currently working on a community campaign, focusing on how to prepare for various disasters. Chief Bakken clarified the education will be on a basic level that is understandable for community at large; campaign to be shared via social media and NMRFA website.

Mental Health Program RFP: Chief Bakken and Executive Assistant Wassenaar are currently preparing a Request for Proposals (RFP) for an individual or group to provide a mental health program to the NMRFA; the RFP will identify what services the NMRFA is looking for, as well as the parameters of the AFG grant that is funding the program.

OLD BUSINESS

Headquarters Station Update: Chief Bakken provided an update; tomorrow, December 9, we are scheduled to receive the Guaranteed Maximum Price (GMP) from our General Contractor TRICO. Clarified the GMP is the maximum price, mutually agreed upon, to construct our new station. Chief Bakken has asked that Owner Representative Hill International provide an update to the Board at the next Board meeting on December 15.

Strategic Planning Update: The Strategic Planning Steering Committee is scheduled to meet again this upcoming Thursday, December 10 at 10:00 a.m. We have received a lot of input from CRT. Chief Bakken will provide additional information to the Board at the next Board meeting on December 15.

Water Tender Bid Acceptance and Potential Award: Assistant Chief Cooper provided an update – one “no bid” was received from Hughes Fire Equipment; two formal bids were received from General Fire (Rosenbauer) and US Fire. Assistant Chief Cooper confirmed all specifications were met and both bids were complete. Rosenbauer: total amount without tax is \$388,475.00. US Fire: total amount without tax is \$415,000.00. Assistant Chief Cooper recommended the Board accept the bid from the lowest bidder, General Fire.

Motion made by Commissioner Quigley to accept both water tender bids from General Fire (Rosenbauer) and US Fire as presented. Commissioner Kewish seconded the motion. Motion carried.

Motion made by Commissioner Severson to award the bid/enter into contract with General Fire (Rosenbauer) for a new water tender. Commissioner McIntosh seconded the motion. Motion carried.

NEW BUSINESS

Resolution 20-09 – ~~Resolution 20-09~~ – Adoption of Tax Increase: Mason County Assessor requested an amended resolution with an updated levy amount to reflect only the fire expense levy.

Motion made by Commissioner Miller to approve amended Resolution 20-09. Commissioner Severson seconded the motion. Motion carried.

Resolution 20-10 – Bond Fund Transfer: Authorization of a transfer of funds for making the Authority’s December 1, 2020, bond repayment and authorization of a subsequent fund reimbursement of transferred funds (amount \$14,442.40).

Motion made by Commissioner Kewish to approve Resolution 20-10 as presented. Commissioner Quigley seconded the motion with minor grammatical correction. Motion carried.

Fire Chief Evaluation: Commissioner McIntosh indicated she has located previous evaluations and will provide those to the Board. She also requested Chief Bakken provide additional information and parameters that have been utilized in the past. Chief Bakken will email the format/grading criteria with his goals and accomplishments to the Board. To discuss further at the next Board meeting on December 15.

CLOSED SESSION RCW 42.30.140 (Collective Bargaining Agreement Discussion) from 6:06 p.m. to 6:52 p.m.

GOOD OF THE ORDER

Public Comment: Ken VanBuskirk - indicated he was thankful for the opportunity to attend the neighbor presentation for the new headquarters fire station, held on November 19. Mr. VanBuskirk has since received a copy of the SEPA Environmental Checklist and Geotechnical Report, and would like it noted that the beginning of the report states the information was gathered in November 2021. Mr. VanBuskirk would also like to note that test holes T6-T9 were dug on a weekend prior to heavy rain; additionally T9 was only dug to three feet with no indication in the report as to why it was not dug deeper. Mr. VanBuskirk requested the Board review the Geotechnical Report. Mr. VanBuskirk indicated he has not made SEPA comments yet, as he is still in the process of reviewing that document.

Commissioner Quigley moved to adjourn the meeting. Meeting adjourned at 6:56 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Bob Miller

Commissioner Daniel Kewish

Commissioner Paul Severson