



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

1/19/2021

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 20-28.15

Absent: None

Guests: Administrative Assistant Sarah Morgan; Ken VanBuskirk

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

A single financial voucher was presented for review. Chief Bakken advised the voucher is for the new fire engine chassis. He explained that when paying for the chassis upfront, the Authority receives a large discount on the vehicle purchase.

A motion was made by Commissioner McIntosh to approve the expense voucher under BIAS 210102001 to 210102002 in the amount of \$235,423.00. Commissioner Kewish seconded the motion. Motion carried.

FINANCIALS

Chief Bakken presented the End of Year Budget Summary for 2020. Collected Revenue came in over budget at 107%; Chief Bakken explained this was the result of several grants. Tax Revenue came in under budget; Chief Bakken explained this may be related to COVID-19. DNR/Timber Revenue was also below what was budgeted; Chief Bakken explained that we always budget conservatively and is hopeful this will increase through 2021. Chief Bakken also discussed GEMT Revenue, which was created through State and Federal legislation and is specifically for Medicaid transports. He further explained that because much of the GEMT Revenue received is back-payment for previous years, we do not specifically include GEMT in our annual budget.

Chief Bakken stated that Expenditures show as over budget because of multiple grants that were not initially considered at the time of budget preparation. He also explained that we are still awaiting reimbursement for the QRT Program, as well as the several wildland deployments over the summer. Chief Bakken indicated there will be an upcoming Resolution for the transfer of funds from the Project Construction Fund into Capital Contingency, for costs associated with the new headquarters fire station.

Chief Bakken also presented the January 2021 Budget Summary and advised the voucher from today was not included in Expenditures.

ADMINISTRATION

Administrative Assistant Introduction: New Administrative Assistant Sarah Morgan was introduced to the Board.

Meeting Minutes Discussion: Commissioner Quigley requested a small increase in clarity for the meeting minutes. She specifically asked the Board if minor corrections (i.e. spelling, typo, mechanical corrections etc.) can be addressed by any individual Board member via email or telephone call to Executive Assistant Wassenaar. Additionally, she asked if Board members can contact Executive Assistant Wassenaar if clarification regarding the actor is needed. Commissioner Severson confirmed that contacting Executive Assistant Wassenaar would be appropriate in both instances. Commissioner Quigley asked that for content amendments, the discussion occurs during a Board meeting and is documented in that meeting's minutes. Commissioner McIntosh also advised that Board members may want to revisit the Handbook for roles/responsibilities to verify the purpose and content of the meeting minutes. Commissioner Quigley advised that in general the meeting minutes are exceptional and commends Executive Assistant Wassenaar on her documentation. Commissioner Severson recommends reviewing the Handbook to confirm the language is appropriate regarding meeting minutes.

COVID-19 Vaccines: Chief Bakken advised the COVID-19 vaccine will be available in North Mason for residents who are 65 years of age or older or over 50 living in multi-generational households. He advised that we will see vaccines in North Mason by the end of next week and is meeting with the Department of Emergency Management tomorrow, to establish the distribution process. Chief Bakken advised that it sounds like there will be distribution through Peninsula Community Health Services; he has also heard that vaccines may be available through individual practitioners and pharmacies. Commissioner McIntosh asked if children would qualify for vaccination in a multi-generational household. Chief Bakken indicated he is unclear but does not believe the vaccine would be available for children; he will confirm and let the Board know.

Medic Unit Collision: Chief Bakken provided an update, indicating the Authority has been working with the insurance claim adjuster to determine the damage. According to the adjuster, the estimate is roughly \$20,000. Because the damage is much lower than anticipated, Chief Bakken recommends repairing the unit rather than re-chassis it. Commissioner Quigley asked if the repairs will be covered by insurance; Chief Bakken explained that repairs will be covered, less any deductible amount. Commissioner Severson advised no motion needed to move forward with repairs; Commissioner McIntosh concurred.

OLD BUSINESS

Fire Chief Evaluation: Commissioner McIntosh advised the evaluation is titled 2020 but covers both 2019 and 2020. She explained the evaluation process which included receiving input from Chief Bakken regarding his accomplishments and future objectives. Commissioner McIntosh asked if the Board had any additional input. Commissioner Quigley stated she had a couple comments that were previously sent to Commissioner McIntosh. Commissioner Severson indicated the evaluation was well-written and thought out. Commissioner Kewish confirmed he did receive a paper copy and agreed it was well-written. Commissioner Miller also agreed the evaluation was well-written and is hoping to continue on an annual

basis. No further input was received from any Board members. Commissioner McIntosh requested formal presentation of the evaluation, including Board member signatures.

NEW BUSINESS

Mental Health and Wellness Program Request for Proposals (RFP): Chief Bakken explained that Executive Assistant Wassenaar created an RFP for a Mental Health and Wellness Program. He indicated the RFP is to solicit interested practitioners but does not obligate the Authority to enter into any contract. Chief Bakken advised he is seeking Board authorization to issue the Request for Proposals.

A motion was made by Commissioner McIntosh to approve the issuance of the Mental Health and Wellness Program Request for Proposals (RFP) as presented. Commissioner Miller seconded the motion. Motion carried.

WFOA Handbook: 2021 Handbooks are now available. Commissioner Quigley advised that she was able to access the Handbook online.

Solar Panels for the Headquarters Fire Station: Commissioner Quigley asking to add the opportunity to discuss solar panels to the meeting agenda. Commissioner Severson stated that solar panels had been discussed with the initial architect firm, along with additional LEED standards. He explained that at that time, the engineers (electrical and civil) felt panels would be doable, but the cost would be fairly high (in excess of \$250,000). He also explained that the discussion did not include preparing the station for future installation of panels. Commissioner Severson advised he will locate the minutes from that meeting, to provide the information to the Board. He also stated he agrees with Commissioner Quigley's idea of researching a grant for funding.

Labor Negotiations: Chief Bakken provided an update, indicating a draft collective bargaining agreement (CBA) is almost complete. He explained the Union and Administration will be meeting again tomorrow to finish any outstanding items. He also explained that the new CBA will require hiring new staff and that a hiring advertisement will be made for a Paramedic/Firefighter position tomorrow. Commissioner Severson commends Captain Cleveland and Lieutenant Cloud for moving this process through so quickly.

GOOD OF THE ORDER

Commissioner Quigley asked about mental health within the Authority. Chief Bakken stated we will have a presentation with Dr. McGuire that will address mental health during the pandemic at our Organizational Meeting on January 25. He further explained that people are tired but morale is good. He feels the scheduling component of the CBA is a boost to morale, as is the headquarters station project.

Public Comment: Ken VanBuskirk advised he had no comment, but did appreciate the information provided regarding the COVID-19 vaccine. He requested the information be made available on our website. Chief Bakken advised the information will be available on our website as soon as it is finalized.

Commissioner Quigley moved to adjourn the meeting. Meeting adjourned at 6:23 p.m.

BOARD FOR VOLUNTEER FIREFIGHTERS

Present: Commissioner McIntosh, Chief Bakken, Assistant Chief Cooper, Executive Assistant Wassenaar, Volunteer George Harris

Meeting was called to order at 6:24 p.m.

A Certificate of Eligibility for Pensions for Cinthia Olsen was presented for review and approval. **Assistant Chief Cooper moved to approve the Certificate of Eligibility as presented. Volunteer firefighter George Harris seconded the motion. The motion carried.**

With no further business Commissioner McIntosh adjourned the meeting 6:26 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Paul Severson

Commissioner Brooke Quigley

Commissioner Daniel Kewish

Commissioner Bob Miller