



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

Via Telephone/Videoconference

6/8/2021

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: Ken VanBuskirk

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

The meeting minutes from May 11 and May 18, 2021, were presented for approval. Commissioner Quigley requested to add the last name of Lea <Sullivan> to the May 18, 2021, meeting minutes.

Commissioner Severson moved to approve the meeting minutes with a single amendment. Commissioner Quigley seconded the motion. Motion carried.

FINANCIALS

Financial vouchers were presented for review. Commissioner Quigley confirmed with Assistant Chief Cooper that there are two sets of vouchers, one for the general expense fund and one for the construction fund. Assistant Chief Cooper clarified for Commissioner McIntosh that voucher reviews will be needed for both funds. Commissioner McIntosh indicated she will be available to come to Station 21 in the next couple of weeks for voucher review.

A motion was made by Commissioner Kewish to approve the payroll and expense vouchers under BIAS 210601001 to 210601091 in the amount of \$374,715.03 and expense vouchers 210602001 to 210602004 in the amount of \$564,671.08. Commissioner Miller seconded the motion. Motion carried.

ADMINISTRATION

COVID-19 and Commissioner Meetings: Discussed as a group the continuation of Board of Commissioner meetings on Zoom vs. hosting in person. Commissioner Severson indicated the Commissioners Association will likely provide recommendations. The group agreed to continue on Zoom for June and discuss again in July once additional guidelines have been received from the state.

COVID-19 Vaccination Clinics: Assistant Chief Cooper stated that tomorrow will be the last North Mason mass vaccination clinic. He advised that he will be attending, but no further assistance from NMRFA CRT is necessary.

NMRFA Practice Burns: Assistant Chief Cooper indicated that there will be two upcoming acquired structure practice burns scheduled for June 9th and 13th. He advised that Captain Reese and Lieutenant Fulkerson have organized both burns with assistance and input from the Training Committee.

2021 Safety Days: Assistant Chief Cooper advised that today was the second of four days of Safety Days, being held at Belfair and Sand Hill elementary schools. He explained that only the NMRFA is participating this year, with five kid-friendly safety stations.

Fire Academy: Assistant Chief Cooper provided a brief update, indicating that student/resident Lucas Roessel and new hire Paramedic Travis Wilson are both attending the Fire Academy and doing very well. He also explained that student/resident Chris Wright has been in the Fire Academy, but the decision was made by his Captain, Lieutenant, Assistant Chief Cooper and the Academy that he will not be continuing. Assistant Chief Cooper indicated that Chris will have multiple options moving forward including Wildland, EMS check-offs and an alternate Fire Academy.

Apparatus Update: Assistant Chief Cooper shared multiple photographs of the new fire engine that is currently being manufactured. He also stated that the final inspection will be scheduled for later in June and that himself and Firefighter Anthony Rhead will be traveling to South Dakota for that inspection.

Four-Shift Schedule Implementation: Assistant Chief Cooper explained that he and Captain Cleveland have been working on an implementation plan for the new four-shift schedule. He indicated that he has been working with the Union and crews to find volunteers to create the fourth shift. The anticipated effective date is September 18, at which time the new Collective Bargaining Agreement will replace the existing MOU.

Captain Assessment: Assistant Chief Cooper stated that the Captains Assessment is scheduled for June 17th, and only two of the three qualified individuals are interested in testing (Lieutenants Fulkerson and Cloud).

Recognition Dinners: Assistant Chief Cooper indicated that service award dinners are scheduled for June 14, 18 and 28, and his parents and Commissioner Miller's wife Rebecca will be preparing the food.

OLD BUSINESS

Strategic Planning: Assistant Chief Cooper provided an update, stating that Executive Assistant Wassenaar and Administrative Assistant Morgan have been working diligently on the plan. Executive Assistant Wassenaar advised that there will be one final meeting with the Steering Committee and the goal is to present a draft Strategic Plan to the Board in July.

Headquarters Station Project Update: Executive Assistant Wassenaar shared an updated photograph of the site and construction progress. She also stated that once we have enough progress photos, a time lapse will be put together.

Ambulance Bid: Assistant Chief Cooper indicated that we received two bids for a new ambulance, one from Braun NW Inc. and one from Sawtooth Emergency Vehicles. He explained that the bid from Sawtooth Emergency Vehicles was higher and did not include inspection or delivery. He also indicated that as a result, his recommendation was to award the contract to Braun NW.

Motion made by Commissioner Quigley to accept the bids from Braun NW Inc. and Sawtooth Emergency Vehicles as presented. Commissioner McIntosh seconded the motion. Motion carried.

Motion made by Commissioner Miller to award the bid to Braun NW Inc. for one new ambulance as presented. Commissioner Kewish seconded the motion. Motion carried.

NEW BUSINESS

Policy Review – Human Immunodeficiency and Hepatitis C Viruses, Pers-02: The purpose of this policy is to provide and maintain a working environment free of discrimination, and to ensure that no harassment, intimidation or adverse action or personnel distinction is made in terms and conditions of employment based on HIV or HCV status.

Motion made by Commissioner Quigley to approve the revised policy Human Immunodeficiency and Hepatitis C Viruses, Pers-02. Commissioner Miller seconded the motion. Motion carried.

Policy Review – Use of Tobacco Products, Equip/Fac-14: The purpose of this policy is to comply with Washington State law, to provide a work environment free of second-hand smoke and to protect the health and welfare of the Fire Authority's employees.

There was a brief discussion regarding tobacco-free vape use. Executive Assistant indicated she will draft a separate policy for vaping.

Motion made by Commissioner Kewish to approve the revised policy Use of Tobacco Products, Equip/Fac-14. Commissioner Quigley seconded the motion. Motion carried.

Public Comment: Ken VanBurskirk explained that has been reviewing the minutes over the last month and noticed the discussion regarding the development located behind the post office. He indicated that he has spoken with the developer regarding the number of units being constructed. He also stated that the Mason County public hearing regarding the subarea plan was extended to June 17th. Mr. VanBuskirk explained that the hearing held the night before focused on the traffic in the area and encouraged the Commissioners to comment, if not as a Board, as individuals.

GOOD OF THE ORDER

With no further business Commissioner McIntosh moved to adjourn the meeting. Commissioner Quigley seconded the motion. Meeting was adjourned at 6:00 p.m.

Authority Secretary Renee Wassenaar

Commissioner Kelley McIntosh

Commissioner Paul Severson

Commissioner Brooke Quigley

Commissioner Daniel Kewish

Commissioner Bob Miller