



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy, Belfair WA

Telephone/Videoconference Option

11/9/2021

Present: Commissioners Kelley McIntosh, Brooke Quigley, Paul Severson, Dan Kewish, Bob Miller; Executive Assistant Wassenaar; Chief Bakken; Assistant Chief Cooper

The meeting was held in-person with a telephone/videoconference option available.

Absent: None

Guests: None

Meeting was called to order at 5:00 p.m. and opened with the Pledge of Allegiance.

The meeting minutes from October 12 and 19, 2021, were presented for approval.

Commissioner Miller moved to approve the meeting minutes as presented. Commissioner Kewish seconded the motion. Motion carried.

FINANCIALS

Financial vouchers were presented for review.

A motion was made by Commissioner Kewish to approve the payroll and expense vouchers under BIAS 211102001 to 211102088 in the amount of \$354,096.36; payroll vouchers 211101001 to 211101004 in the amount of \$52,049.19; expense vouchers 211103001 to 211103004 in the amount of \$839,449.28. Commissioner Severson seconded the motion. Motion carried.

2022 Budget Hearing: Chief Bakken presented the 2022 Draft Budget and discussed the following notable changes:

Revenues (increased):

Grant funding

1% increase in both fire and EMS

GEMT – Chief Bakken advised that GEMT was formally added to the budget, due to the two new paramedics who were hired to meet the needs of the new four-shift schedule.

Expenditures:

Facilities – will be focusing on one or two stations per year and complete a thorough analysis and update, performing all necessary repairs and upgrades.

Chief Bakken explained that the draft budget was created in collaboration with the Captains, using the Strategic Plan objectives as a guide. He further explained the difference between the budget draft and the formal resolutions that will be filed with the county. Commissioner Quigley asked about budgeting for Mission Creek Corrections Center. Chief Bakken stated that the Auditor had not been assessing the property annually. The Auditor has since reassessed the property, which was not caught by NMRFA when creating the budget last year. Chief Bakken advised that moving forward, the assessment will be reviewed each year during the budget process.

Budget Hearing closed with no public comment.

Resolution 21-02 – Adoption of the 2022 Budget for the North Mason Regional Fire Authority

Fund	2022 Revenue	2022 Expense
NMRFA Expense	\$7,279,024	\$7,279,024
NMRFA Bond	\$580,000	\$580,000
NMRFA Capital Const	\$5,000,000	\$5,000,000

Resolution 21.03 – Adoption of Tax Increase (Fire): Sent from Mason County’s Assessors Office to the State showing the levy amount and one percent increase over the previous year.

Resolution 21.04 – Adoption of Tax Increase (EMS): Sent from Mason County’s Assessors Office to the State showing the levy amount and one percent increase over the previous year.

Motion made by Commissioner Severson to approve Resolutions 21.02, 21.03 and 21.04. Commissioner Miller seconded the motion. Motion carried.

ADMINISTRATION

COVID-19 Update: Chief Bakken indicated that the Mason County positive case rate has slightly decreased, seeing only 15-20 new cases per day. He also stated that there is a COVID-19 booster vaccine clinic on Wednesdays at North Mason High School.

2022 Health Insurance Premiums: Chief Bakken advised that the Fire Authority’s health insurance premiums were reduced nearly 25% for 2022. He stated that the Fire Authority renews on an annual basis, and the decrease was identified during the renewal process.

Headquarters Construction Update: Chief Bakken provided an update, stating that construction continues to go well and is reportedly on-time and on-budget. At this time, construction crews are drywalling the interior. Chief Bakken also advised that he reached out to the new Mason County Administrator Mark Neary this morning to reopen the discussion of the emergency management campus concept.

Engine 21 Update: Assistant Chief Cooper advised that the owner of General Fire came out to train the crews on the new fire engine. He stated that crews have been drilling on it, but additional driving and cone course are still needed before the engine can be placed in-service.

Law Enforcement Joint Response Update: Chief Bakken advised that he met with Chief Ryan Spurling with Mason County Sheriff's Office. They have seen a positive shift in response and MCSO has discontinued sending all mental health calls to NMRFA. MCSO is cautiously optimistic going into the next Legislative Session. Chief Bakken stated that there is still a need to have NMRFA and MCSO command officers meet and get to know one another.

WSRB PPC Review Scheduling: Chief Bakken stated that WSRB has scheduled their review for June 28, 2022. WSRB will review to confirm that the current Classification of 5 is still accurate/appropriate. Chief Bakken indicated that Fire Departments are on a 5-year review schedule and does not anticipate any challenges.

OLD BUSINESS

Retention Committee Meeting: Executive Assistant Wassenaar provided an update on local and internal holiday events. Assistant Chief Cooper stated that a large part of the Retention Committee meeting revolved around the new four-shift schedule. He indicated that the feedback on the new schedule has been all positive.

Administrative Employee Contracts: Chief Bakken requested to review administrative employee contracts in December.

NEW BUSINESS

New Station: Furniture Proposal

Chief Bakken stated that additional furniture that is out of the scope for Watson furniture has been selected for purchase through GSA. The request includes chairs, a medical exam table and WIFI equipment: \$25,759.84

Motion made by Commissioner Quigley to approve the requested expenditure for the furniture proposal. Commissioner Severson seconded the motion. Motion carried.

New Station: Alerting System

Assistant Chief Cooper reviewed the proposal from Silke Communications for the alerting system for the new station. The estimate includes speakers, a receiver and installation: \$38,441.63

Assistant Chief Cooper also stated that an estimate was received from Bryx, which did not include installation. He also advised that he went to Snohomish County Fire District 5 and discussed their alerting system, as they recently built a new fire station. He stated that they went through Locution, but the cost was roughly \$100,000 for the system and installation, with an additional \$30,000 for a separate unit for dispatch. Because of the high estimate, a formal quote from Locution was not requested.

Motion made by Commissioner Miller to approve the requested expenditure for Silke Communications alerting system. Commissioner Severson seconded the motion. Motion carried.

Chief Bakken explained that the furniture and alerting system proposals are not included in the fire station construction price. He stated that if TRICO had provided those services, there would be an additional markup of 13%, as well as little control over product brand/quality.

WA State Audit Scheduling: Chief Bakken advised that we are currently underway with the audit. He stated that the audit is being performed virtually this year, which has already had a negative impact on communication with the auditors. He also stated that Commissioner McIntosh attended the entrance conference, and an entrance letter was sent to the Board this morning. Board direction was given to sign the entrance letter electronically. Chief Bakken stated that as the audit progresses, he will be asking the auditors to withhold questions and meet weekly on Zoom. He is hoping to create an open dialogue rather than the back-and-forth emails.

CRT Resource Team: Chief Bakken stated that NMRFA is seeing a 25% increase in call volume over previous years. He clarified that these are not ALS calls, but rather the non-life-threatening calls and non-transporters. To combat the increase in non-emergency calls, NMRFA is creating a follow-up response team using CRT volunteers. Chief Bakken stated that this follow-up team will identify specific households following 911 utilization and perform thorough assessments of the home and well-being of the individual. They will be looking for smoke detectors, falls prevention and determining if any social services are needed. He clarified that CRT will not be providing medical care or responding to 911 calls, as this will strictly be a follow-up program that will attempt to reduce the number of future 911 calls. He stated that CRT has already been briefed and are excited to get started. There is an estimated program launch date of January 1, 2022.

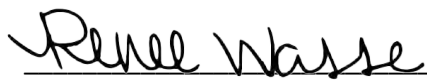
Commissioner Quigley asked about the COVID-19 vaccination status of the CRT members, since they are not specifically providing health care. Chief Bakken advised that they are not providing medical care so are not covered under the state's vaccine mandate; however, since they will be going into people's homes, they should indeed be vaccinated.

EXECUTIVE SESSION RCW 42.30.110(g) Personnel matter; started at 6:12 p.m.; 10 minutes

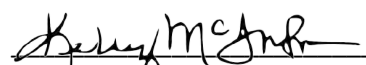
GOOD OF THE ORDER

Public Comment: None

With no further business Commissioner McIntosh moved to adjourn the meeting. The meeting was adjourned at 6:26 p.m.



Authority Secretary Renee Wassenaar



Commissioner Kelley McIntosh



Commissioner Paul Severson



Commissioner Brooke Quigley



Commissioner Daniel Kewish



Commissioner Bob Miller