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

**Meeting Minutes**

**460 NE Old Belfair Hwy, Belfair WA**

**Telephone/Videoconference Option**

**12/14/2021**

**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 November 9 and 16, 2021, were presented for approval.

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

#### **FINANCIALS**

Financial vouchers were presented for review. Commissioner Miller asked about the charge for Alderbrook Spa and Resort. Chief Bakken stated the charge was for an offsite meeting with Authority Captains and Chiefs.

**A motion was made by Commissioner Kewish to approve the payroll and expense vouchers under BIAS 211201001 to 211201099 in the amount of \$356,170.05 and expense vouchers 211202001 to 211202002 in the amount of \$986,229.44. Commissioner Severson seconded the motion. Motion carried.**

#### **ADMINISTRATION**

**COVID-19 Update:** Chief Bakken provided an update, stating that although daily positive cases continue to be high, hospital admissions and deaths are not.

**2022 Health Insurance Premiums:** Chief Bakken advised that there was a clerical error when calculating the 2022 premiums and there is only a 2% decrease rather than the anticipated 30%. He stated that there was a process to appeal with the carrier using errors/omissions, but elected not to, due to the risk of them discontinuing coverage of the Authority in the future.

**Headquarters Construction Update:** Chief Bakken advised that he would like to tour the new station at the next Board meeting. Commissioner McIntosh asked about the County moving into the current station and the status of that process. Chief Bakken stated that he has spoken with all County Commissioners and Mark Neary. Mark recently came and toured the station and advised that he would go back to the Commissioners to begin the process.

**Engine 21 Push-In Ceremony:** Along with the tour of the new station, we will hold a formal push-in ceremony for the new fire engine at the next Board meeting.

**WA State Audit:** Chief Bakken stated that the audit is roughly 95% complete. He is attempting to push the Auditors to complete the audit and perform the exit interview before going on vacation after Christmas. He indicated that this audit has been very smooth in comparison to previous years and would like to recognize Executive Assistant Angie McCormick for her hard work throughout the process.

**Region 9 Conference:** Commissioner McIntosh stated that the Authority will be hosting the Region 9 conference on March 12; save the dates will be sent shortly. She indicated that we are hoping to host the conference in the new fire station but will have an alternate in case construction is not yet complete. She also advised there will be a Zoom option available.

**Heart Monitor Purchasing:** Chief Bakken stated the Hospital District [2] offered to purchase one heart monitor for the Authority. He explained these monitors communicate directly with the hospital and cost roughly \$40,000. He then indicated the Authority will be purchasing a second monitor using the funds received through the HRSA 4 grant. This will allow us to have a monitor on all medic units throughout the Authority.

**AFG Grant Submission:** Chief Bakken indicated the Authority is submitting three separate grant applications by this Friday. We are applying for AutoPulse devices, an SCBA compressor and a Quint.

**Safety Days 2022:** Chief Bakken stated that the Authority held a planning meeting and has scheduled Safety Days for June. He indicated we will continue with the four half-day schedule. He also stated that we are hoping to be able to bring back the partnering agencies this year, assuming COVID-19 restrictions are not increased.

**Partner Connection/Mental Health Program:** Chief Bakken stated that mental health professional Lea Sullivan held a Partner Connection event with Fire Authority significant others on November 19<sup>th</sup>. There will be another on December 16<sup>th</sup>. The Partner Connection program is intended to assist partners with adjusting to having first responder spouses.

**IAFF Leadership Change:** Chief Bakken indicated that IAFF leadership group will be changing January 1; previous President Ryan Cleveland will now be the Vice President, and previous Vice President Ryan Cloud will be the President.

**Santa Run:** Santa will be touring local neighborhoods on December 20<sup>th</sup> and 21<sup>st</sup>. Due to COVID-19, Santa will remain in the fire engine at all times.

## **OLD BUSINESS**

**Emergency Prevention Specialist:** Chief Bakken indicated that we have hired Abe Gardner from Mason County Public Health to fill the open Emergency Prevention Specialist position. Abe had applied during the initial hiring process last year. He will begin with the Fire Authority in February. Commissioner Quigley asked if Abe will be handling Safety Days. Chief Bakken confirmed he will be managing Safety Days in addition to the other prevention programs.

**Resource Access Program:** Chief Bakken discussed the new Resource Access Program (RAP) to be implemented in January. The purpose of the program is to identify frequent 911 users who are not necessarily experiencing a medical emergency – these individuals may instead need support for a range of non-medical needs but do not have the ability or resources to seek out alternative solutions. Program members will work with the team manager to investigate underlying circumstances and link the individuals with resources more appropriate to their situations. They will provide care navigation and resource referrals to ultimately reduce dependence on 911. Chief Bakken presented the new program policy, Ops-27 for Board review and approval. Commissioner Quigley asked about the RAP Assessment Checklist – who answers the Program Safety questions. Chief Bakken clarified that those questions will be answered through discussion with the RAP Team Manager, initial first responder and the patient at the time of visit.

**Motion made by Commissioner Kewish to approve the new policy Ops-27 Resource Access Program as presented. Commissioner Miller seconded the motion. Motion carried.**

**Administrative Employee Contracts:** Chief Bakken presented the new job descriptions for the Administrative Assistant, Executive Assistant and Emergency Prevention Specialist. He clarified the shift in responsibilities specifically relating to some of the Authority's prevention programs. He also presented the proposal for 6% base salary increase and 4% COLA increase for the Administrative Assistant and both Executive Assistants. Chief Bakken stated that he spoke with the Union as well and they were fully supportive. He further clarified that this request does not affect the Chief Officers' contracts.

**Motion made by Commissioner McIntosh to approve the request to increase both Executive Assistants and Administrative Assistant base salary by six percent for 2022 and an additional cost of living adjustment for 2022 and 2023 by four percent. Commissioner Quigley seconded the motion. Motion carried.**

## **NEW BUSINESS**

**Community Medicine Program:** Captain Ehresman provided a presentation regarding the Authority's new Community Risk Reduction and Mobile Integrated Health programs. Chief Bakken advised that the next step will be building a budget and developing a proposal to bring to the Hospital District [2] in March.

## **GOOD OF THE ORDER**

**Public Comment:** None

**With no further business Commissioner McIntosh moved to adjourn the meeting. The meeting was adjourned at 6:37 p.m.**

**BOARD FOR VOLUNTEER FIREFIGHTERS**

**Present:** Commissioner McIntosh, Assistant Chief Cooper, Executive Assistant Wassenaar, Volunteer Cooper Lindsey

Meeting was called to order at 6:38 p.m.

An invoice in the amount of \$100.00 for a volunteer physical was presented for review and approval. **Assistant Chief Cooper moved to approve the invoice. Volunteer firefighter Lindsey seconded the motion. The motion carried.**

**With no further business Commissioner McIntosh adjourned the meeting 6:40 p.m.**

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Authority Secretary Renee Wassenaar

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Commissioner Kelley McIntosh

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Commissioner Paul Severson

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Commissioner Brooke Quigley

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Commissioner Daniel Kewish

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Commissioner Bob Miller