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

**Meeting Minutes**

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

**Telephone/Videoconference Option**

**2/8/2022**

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

**Absent:** None

**Guests:** None

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

The meeting minutes from January 11 and 18, 2022, were presented for approval. Commissioner Quigley requested two corrections to the January 11 and one correction to the January 18 meeting minutes.

**Commissioner Severson moved to approve the meeting minutes with corrections requested by Commissioner Quigley. Commissioner McIntosh 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 220202001 to 220202075 in the amount of \$365,161.05 and expense vouchers 220203001 to 220203003 in the amount of \$737,506.30. Commissioner Miller seconded the motion. Motion carried.**

#### **ADMINISTRATION**

**COVID-19 Update:** Chief Bakken advised that locally and nationwide, the COVID cases are beginning to stabilize and/or drop; other states are also beginning to lessen restrictions. He advised that he does not foresee any immediate changes on a local level but will continue to monitor the situation. Chief Bakken also stated that if the restrictions lessen, NMRFA will continue to be diligent with PPE use and necessary precautions.

**WA State Audit:** Chief Bakken stated that we received the accountability/audit report from the Office of the WA State Auditor. He thanked Commissioners Quigley and Miller for attending the exit interview. Chief Bakken advised that the necessary corrections have been made and the report was returned to the auditor. He also stated that the next audit will be two years from now and he will be asking that the audit be performed well before the Christmas break. Chief Bakken indicated there was a recommendation to

have the financial reports reviewed by an additional party prior to submission. During the exit interview, Commissioner Quigley asked the auditors if there were any recommendations regarding who to enlist; the auditors did not have any suggestions.

**RAP Program Update:** Chief Bakken stated that the program is underway, training has been completed with the RAP team members and Emergency Prevention Specialist Abe Gardner is onboard. He indicated that referrals have already been received; Chief Bakken and Abe went to their first call. He also advised that the crews will be training on the program this week and next.

**Trails End Purchase Release:** Chief Bakken advised that the purchase of the home in Trails End has been completed and Authority personnel are currently assessing any imperative upgrades needed. Chief Bakken stated that he met with a reporter with the Shelton-Mason County Journal, and the purchase will be publicly announced in the newspaper and on social media this Thursday.

## **OLD BUSINESS**

**Headquarters Construction Update:** Chief Bakken stated that we will be holding a fire station tour during next week's Board meeting, following a quick Zoom call to address any remaining business. Assistant Chief Cooper provided an update on the new station, explaining that things are changing daily. He advised that the front trifold front doors have been installed, the building lights have been turned on, interior paint is being touched up, the landscaping sprinkler system has been installed, curbing and concrete is being poured and some of the landscaping is being put in. He also advised that TRICO is performing additional work on the stormwater ponds.

Commissioner Miller asked if there had been an incident over the weekend. Assistant Chief Cooper confirmed that there was a hit and run, and the fencing in the front of the new station was almost completely destroyed. Commissioner Quigley asked if the new station will have security cameras; Assistant Chief Cooper confirmed that there are security cameras.

Commissioner McIntosh asked if there is a timeline for moving into the new station. Chief Bakken indicated there is not a formal date at this time, but there will likely be a soft and hard move taking place over the course of a month. Commissioner McIntosh also asked if there has been any update from the county regarding moving into the existing station. Chief Bakken stated that discussions have continued but no formal plan has been created. He also confirmed that John Taylor has been hired as the new Department of Emergency Management (DEM) manager.

**Financial Training:** Chief Bakken advised that he recently held a formal financial training with Commissioner Quigley. He also stated that the training was recorded and sent to the remainder of the Board.

**Region 9 Conference:** Commissioner McIntosh confirmed the Region 9 Conference will be held at Grapeview Fire on March 12. She stated that registration notices have been sent and are already being returned. Commissioner McIntosh requested Becky [Blankenship]'s contact information to coordinate keynote speakers. Chief Bakken stated that he will send that information.

**2022 Board of Commissioners Elections:** RCW 52.14.080; Existing Chair Kelley McIntosh, existing Vice Chair Paul Severson. Commissioner Miller nominated Severson for the Chair position; Commissioner

Severson accepted the nomination. Commissioner Kewish nominated Commissioner Miller for the Vice Chair position; Commissioner Miller accepted the nomination.

**A unanimous vote to elect Commissioner Severson as the Board Chair was received. A unanimous vote to elect Commissioner Miller as the Board Vice Chair was received.**

#### **NEW BUSINESS**

**Oath of Office – Severson:** Will hold in-person at the next meeting.

**Reconciliation Training:** Will hold in-person at the next meeting.

**Public Comment:** None

#### **GOOD OF THE ORDER**

Commissioner McIntosh stated that she resigned from her current job at Thurston County and accepted a position as a Business Analyst for the State Courts; she will begin her new role on March 1.

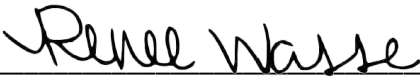
Commissioner Miller asked about the status of Chief Bakken’s annual evaluation. Commissioner McIntosh indicated that she received the input from Chief Bakken and is currently drafting the review. Once complete, she will send the review to Executive Assistant Wassenaar to forward to the remaining members of the Board. She asked that any comments or input be returned to Executive Assistant Wassenaar as soon as possible.

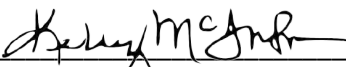
Commissioner Quigley asked about the letters of commendation for firefighters [Lucas] Roessel and [Kyle] Severance. She stated that she has a couple of corrections that she would like to make. Chief Bakken indicated that the letters were drafted by Captain Fulkerson, but Commissioner Quigley can work with Executive Assistant Wassenaar to correct the letters that are maintained in the employee files.


Commissioner Quigley asked if the Board would like to evaluate itself on an annual basis. Commissioner McIntosh stated that she would support an annual review. Commissioner McIntosh asked about training requirements and files for the Commissioners. Chief Bakken stated that to his knowledge the only requirement is open public meetings and records, which needs to be completed following every election (six years).

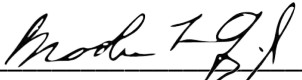
Commissioner Severson stated that he would like to have at least one Board member attend every conference. He also stated the Board is further behind on voucher reconciliation than initially thought; when he checked last time, they were one year behind.

**With no further business Commissioner McIntosh moved to adjourn the meeting. The meeting was adjourned at 6:09 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