



---

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

**Meeting Minutes**

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

**Telephone/Videoconference Option**

**3/15/2022**

**Present:** Commissioners Paul Severson, Bob Miller, Kelley McIntosh, Brooke Quigley, Dan Kewish; 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.

**FINANCIALS**

Chief Bakken presented the March 2022 Financial Report. He stated that while we are anticipating the majority of tax revenue to be collected in April, GEMT and timber continue to be received consistently. He also advised that reimbursement for the QRT grant has been received in full.

Chief Bakken indicated that expenditures are higher than expected, but many will be reimbursable next year. He further explained that he will need to review the construction fund in depth with Executive Assistants McCormick and Wassenaar to determine what anticipated charges are remaining, including remaining construction costs, furniture, retainage etc. There are also charges for the new station that were paid from the construction fund that will be moved to the capital fund (i.e. station supplies). Additionally, outfitting the new station will begin shortly, which will come out of the Fire Equipment Contingency.

Chief Bakken stated that fuel costs have increased roughly 1/3. He also indicated that reimbursement from the bond fund to the capital fund that was approved via resolution has not yet occurred. He will have Executive Assistant Wassenaar transfer the funds ASAP.

**ADMINISTRATION**

**Region 9 Conference:** Commissioner McIntosh provided an update, stating that the conference went great, and all speakers were well received. She requested that Executive Assistant Wassenaar ensure Executive Assistant McCormick sends her an invoice for any conference-related charges for reimbursement. Commissioner Quigley asked if Chief Spurling provided an update on law enforcement response. Chief Bakken clarified that the presentation briefly addressed the legislation; Chief Spurling and the Mason County Sheriff's Office are currently working with the state to develop response protocol that meets the legislative guidelines. Commissioner McIntosh indicated that the feedback she received from

participants was that Chief Spurling's presentation should be expanded and provided at the state level. Chief Bakken advised that 3/4 of conference participants traveled to Belfair to tour the new fire station.

**Annual Department Dinner:** Chief Bakken notified the Board that the annual dinner is scheduled for November 5<sup>th</sup> at the Alderbrook.

**Collins Lake Repeater:** Chief Bakken explained that the receiver at Collins Lake is run through the phone line and has gone down multiple times from people damaging phone boxes. Because it is dependent on the phone line, the phone company is responsible for any repairs which can often take an extended amount of time. Chief Bakken has been working with Mike Evans of MACECOM to determine if the receiver can instead be run through the fiber connection, as it has been installed in close proximity; if run through fiber, PUD3 would manage the connection and repairs. Chief Bakken stated that Mike is doing additional research.

**Headquarters Station Opening Festivities:** Chief Bakken stated that we will be holding a soft opening on Friday, May 13<sup>th</sup> for those who have been involved in the project. There will be a public grand opening the following day, May 14<sup>th</sup>. Chief Bakken also indicated that the Shelton Journal will have an expose on the station at the end of March or beginning of April.

**Policy Review Process:** Chief Bakken advised that he would like to resume the policy review process with the Board beginning next month. He hopes to review and approve two policies per month in accordance with our Strategic Plan objectives.

**Strategic Plan Review:** Chief Bakken stated that we are currently tracking progress on the Strategic Plan and will be providing an update to the Board in June.

## **OLD BUSINESS**

**Voucher Reconciliation:** Chief Bakken provided a calendar to the Board members to sign up for voucher reconciliation.

## **NEW BUSINESS**

**Regular Board Meeting Location:** Chief Bakken explained that regular meetings in Tahuya had been paused due to the COVID pandemic. The Board discussed the option of resuming meetings in Tahuya or continuing to meet in Belfair only, contingent on a Zoom option remaining available. The Board consensus was to discontinue meeting in Tahuya moving forward. Chief Bakken stated that a resolution to modify the meeting location will be created and that Zoom information will be provided on the Tahuya reader board.

**Special Meeting on March 24<sup>th</sup>:** Chief Bakken requested to move the upcoming Special Meeting with Mason County Public Hospital District #2 from 5:00 to 7:00 p.m. on March 24<sup>th</sup>. The Board had no issue with the schedule change.

**Public Comment:** None

**GOOD OF THE ORDER**

Chief Bakken stated that Mason County Fire District 6 recently lost their ongoing public records case, which will result in \$94,000 in fines plus any attorney fees. He advised that insurance may cover the fines/fees, but it is dependent on their coverage.


Commissioner Quigley requested that Board members who attend any conferences report back to the Board with any updates or changes to mandatory training requirements. She would also like to revisit the idea of a Board self-assessment. She asked that the assessment be aligned with the annual administrative contract review. Commissioner Severson asked for additional guidance. Commissioner Quigley clarified that the Board would develop the requirements including goal setting.

Chief Bakken stated that there is risk management training available through VFIS. He can also have the Fire Authority’s insurance representative discuss claims and potential risk events from the previous year during the annual renewal process.

Commissioner Miller asked if there has been active shooter training for the Fire Authority. Chief Bakken stated that the Fire Authority has an internal process in place, and there is a countywide mass casualty incident (MCI) plan drafted currently awaiting approval. He also advised that he has a standing request with Homeland Security to provide their training program to Mason County/North Mason.

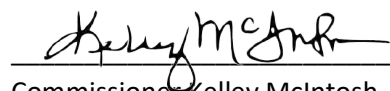
Commissioner McIntosh asked if Chief Bakken’s evaluation has been finalized and presented to the Chief. Commissioner Severson confirmed that the Board has approved the most recent version. Executive Assistant Wassenaar stated she will present Chief Bakken with the signed evaluation and also provide the Board with a copy.

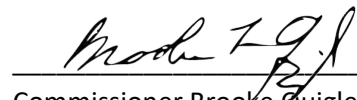
**With no further business Commissioner Severson moved to adjourn the meeting. The meeting was adjourned at 5:51 p.m.**

  
\_\_\_\_\_  
Authority Secretary Renee Wassenaar

  
\_\_\_\_\_  
Commissioner Paul Severson

  
\_\_\_\_\_  
Commissioner Bob Miller

  
\_\_\_\_\_  
Commissioner Kelley McIntosh

  
\_\_\_\_\_  
Commissioner Brooke Quigley

  
\_\_\_\_\_  
Commissioner Dan Kewish