



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

460 NE Old Belfair Hwy, Belfair WA

Telephone/Videoconference Option

3/8/2022

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 5:00 p.m. and opened with the Pledge of Allegiance.

The meeting minutes from February 1, 8 and 15, 2022, were presented for approval.

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

FINANCIALS

Financial vouchers were presented for review. Commissioner Quigley asked about the \$7,000 listed on the Budget Position Report for elections. Chief Bakken indicated the charge was for the 2021 elections for Commissioners Miller and Severson. He further explained that there are charges for both Mason and Kitsap Counties.

Chief Bakken also stated that there is a charge for \$115,000 for the chassis payment for the new water tender. He advised that the charge is listed under reimbursables in the Budget Position Report because it will be reimbursed through an AFG grant the Fire Authority received. Additional notable charges include \$5,000 for EMSIR for annual gurney maintenance, as well as \$11,000 for the WA State Auditor.

A motion was made by Commissioner McIntosh to approve the payroll and expense vouchers under BIAS 220301001 to 220301088 in the amount of \$483,044.75 and expense vouchers 220302001 to 220302003 in the amount of \$424,129.03. Commissioner Miller seconded the motion. Motion carried.

ADMINISTRATION

Captain Reese Departure: Chief Bakken stated that Captain Jordan Reese will be leaving the Fire Authority after 14 years. Captain Reese has accepted a position as the Division Chief of Training for the Meridian, Idaho Fire Department. We will be holding a celebration for Captain Reese on March 17 from 4:00-6:00 p.m.

COVID-19 Update: Chief Bakken explained that COVID cases continue to trend downward locally and nationally. He stated that the Fire Authority will be following the Governor's orders and lifting the mask mandate when inside Fire Authority fire stations on March 12. He clarified that N95 masks will continue to be required in healthcare settings, including when responding to EMS calls.

PUD 3: Chief Bakken stated that PUD3 had previously discussed moving the Belfair crew to Shelton approximately 5 years ago. He advised that the move would have a greater impact on evenings or during emergencies. Chief Bakken further stated that he discussed the move with the manager of PUD3 and while it has not yet been finalized, it will be shortly. The manager explained to Chief Bakken that the rationale for the move is that the Belfair substation is currently out of power and cannot maintain the growth in the area. The only option is to move crews out of the station and change it to a power station. Chief Bakken advised that he did let the manager know that if the move is specifically due to a lack of space for a crew and truck, Station 21 will be vacant shortly.

Region 9 Conference: Chief Bakken stated that the conference is scheduled for this Saturday, March 12. Commissioner McIntosh indicated that she has 27 confirmed to attend in-person and another 7 who will be on Zoom.

CAC Meeting: Chief Bakken indicated the next CAC meeting is scheduled for April 11. Commissioner Kewish volunteered to attend the April meeting. Assistant Chief Cooper stated that the location needs to be confirmed (if it was planned for Collins Lake or if it can be moved to the new headquarters station); he will review the previous meeting minutes. Commissioner Quigley requested a Zoom option be available as well.

Commissioner McIntosh asked about the recent legislation regarding law enforcement response to mental health. Chief Bakken advised that they will be discussing the legislation and potential impact at the next Mason County Fire Chiefs Association meeting on March 14. He explained that local law enforcement is still waiting for further direction from the state. Chief Bakken will touch base with Chief Ryan Spurling with Mason County Sheriff's Office and brief the Board.

Community Block Development Grant: Chief Bakken stated that Commissioner Severson brought the CBDG grant to his attention, as he is currently using CBDG grant funding on the eastside of the state. Chief Bakken explained the potential for remodeling either the Tahuya or Trails End stations or retrofitting other stations if needed with grant funding. Commissioner Severson indicated that the grant application will need to be through Mason County, as a fire district is ineligible. He also stated the maximum award is \$900,000.

Resiliency Grant: Assistant Chief Cooper explained that there is a resiliency grant offered to 501C3 organizations in Mason, Thurston and Grays Harbor counties. He stated that the grant will be submitted through the Firefighters Association for \$25,000 to purchase the monument sign for the new station. Assistant Chief Cooper has already discussed the grant with the Association and has their full support.

Station 21 Opening Festivities: Chief Bakken advised that while we are not ready to schedule a date, he would like to begin the discussion for celebrating the new headquarters station. He would like to have a soft opening for those involved, including internal staff, those who assisted with the campaign, etc. He would like to hold a public grand opening for the community shortly thereafter. The grand opening would be a drop-in event with food and tours. Both ceremonies are to be held prior to operations moving over.

Chief Bakken advised there will be a multiple page expose in the Shelton Journal on the new station on March 25th. He also indicated the punchlist walkthrough is scheduled for the end of March, and we should be moving operations mid-May.

OLD BUSINESS

Headquarters Construction Update: Assistant Chief Cooper provided an update, stating that he walked through the building earlier today. He indicated the gas, water, heat and permanent power are on and crews are touching up the paint. Fire Authority leadership will receive in-service training on the electrical, heating and plumbing systems next week. Additionally, paving and striping are scheduled to be complete this Friday. Assistant Chief Cooper also explained that Owner Representative Becky [Blankenship] with Hill International is drafting a letter addressing the stormwater pond concerns and future warranty of the system.

Fire Chief Evaluation: Commissioner Severson asked for any additional input from the Board regarding Chief Bakken's evaluation. Commissioner McIntosh advised that she made the changes that were discussed and the draft was sent to the Board.

Commissioner Quigley asked about the 2022 goals that Chief Bakken provided as part of the review process, specifically the countywide Chaplain program. Chief Bakken stated that the program is on the agenda for the next Mason County Fire Chiefs Association meeting, and that he is hoping to create an in-house countywide program through the Chiefs Association. He also indicated that mental health program advisor Lea [Sullivan] is reaching out to her connections with the Pierce County Chaplain program to see if they can provide training for a Mason County program.

Mason County Collaboration Update: Chief Bakken stated that he reached out to Mark Neary to inquire as to the status of county services moving into Fire Authority station 21. He also provided a tour of the current station to the new Department of Emergency Management Director John Taylor. Chief Bakken sent a floorplan of the station to Mark, and if he does not hear back by the end of the week, he will reach out again. Commissioner McIntosh asked if there should be a joint Board discussion with Mason County Commissioners. Chief Bakken stated that while the Board needs to make the decision, the proposal to the Board would first need to come from Mark Neary.

Mandatory Commissioner Training: To be discussed next week. Commissioner Quigley asked if sexual harassment training needs to be completed yearly. Assistant Chief Cooper stated that staff complete the training annually.

Voucher Reconciliation Availability: Chief Bakken stated that Executive Assistant Angie [McCormick] sent out an email to the Board regarding availability; so far only Commissioners Quigley and Miller responded to her email. Chief Bakken asked if it would be helpful for him to bring in a calendar to the next meeting. Commissioner Quigley would appreciate a calendar.

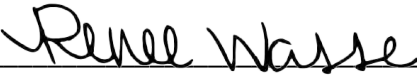
NEW BUSINESS

Joint Special Meeting With MCPHD#2: Chief Bakken stated that the joint meeting request letter was sent to Mason County Public Hospital District #2's Board. The joint meeting will be held on March 24th at the new fire station.

Public Comment: None

GOOD OF THE ORDER

With no further business Commissioner Severson moved to adjourn the meeting. The meeting was adjourned at 6:16 p.m.



Authority Secretary Renee Wassenaar



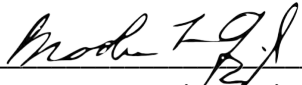
Commissioner Paul Severson



Commissioner Bob Miller



Commissioner Kelley McIntosh



Commissioner Brooke Quigley



Commissioner Dan Kewish