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

**Meeting Minutes**

**490 NE Old Belfair Hwy, Belfair WA**

**Telephone/Videoconference Option**

**5/10/2022**

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

**Absent:** Commissioners Paul Severson, Dan Kewish

**Guests:** None

Meeting was called to order at 5:03 p.m. and opened with the Pledge of Allegiance.

The meeting minutes from April 12 and 19, 2022, were presented for approval.

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

#### **FINANCIALS**

Financial vouchers were presented for review. Chief Bakken stated that there is a bill for \$2,000 for North Shore Landscaping for trenching at the Collins Lake water tower. He indicated the fees are for the installation of fiber and will be reimbursed fully by MACECOM. Commissioner Quigley asked what the threshold is to enter the formal bidding process for public works projects. Chief Bakken stated that Washington state requires bidding for projects over \$30,000; however, our internal Authority policy requires bidding for projects over \$15,000.

Commissioner Miller asked about the cost of fuel in recent months. Assistant Chief Cooper stated that today was the highest price of diesel to date.

**A motion was made by Commissioner McIntosh to approve the payroll and expense vouchers under BIAS 220501001 to 220501086 in the amount of \$362,581.09 and expense voucher 220502001 to 220502003 in the amount of \$18,269.01. Commissioner Quigley seconded the motion. Motion carried.**

#### **ADMINISTRATION**

**Headquarters Construction Update/Grand Opening:** Chief Bakken stated that equipment and supplies are being moved into the new fire station, as construction comes to a close. He stated the rear garage doors were delayed through the end of May; however, we will not be postponing our opening ceremonies or the official first day of response. He advised that we will only respond out of the front bay doors while

we continue to wait for the rear doors to be installed. Chief Bakken indicated the soft opening will be held on Friday, May 13<sup>th</sup> and include Fire Authority personnel, contractors and other involved community members. Additionally, there will be a public opening event on Saturday, May 14<sup>th</sup>, which will include a ribbon cutting ceremony around 10:00 to 10:30 a.m.

**Headquarters Art Committee:** Chief Bakken explained that the Authority received roughly 70 pieces of art and selected 30 to display throughout the new fire station.

**Mason County Chaplain Program:** Chief Bakken stated that he discussed the Chaplain program at the Mason County Fire Chiefs meeting. He also indicated there was a meeting with our current Chaplains and Fire Authority mental health provider Lea [Sullivan]. Chief Bakken stated that he will be returning to the Fire Chiefs next month with a training and recruitment schedule. He also indicated that Authority CRT member Woody Flynn recently completed the Chaplain training and is now available to respond.

**Safety Days:** Chief Bakken stated that all Safety Days partners have been confirmed. Fire Authority stations have also been determined, and there will be 15 to 20 prizes for students who complete the homework assignment.

**Mason County Opioid Stakeholder Group:** Chief Bakken indicated MCOSG will be meeting tomorrow in-person at 9:00 a.m. He stated that Kris Shera will be providing a legislative update and that the state of Washington settled with Johnson and Johnson for \$500 million in relief money. Chief Bakken explained that the money has not been specifically earmarked at this time, and Mason County is prepared with programs already in place to immediately apply for grant funding.

**Collins Lake Water Tower:** Chief Bakken stated that fiber has been activated and the project is complete. He will be requesting Mason County Department of Emergency Management to create a task force to address the issue of the phone boxes being destroyed.

**COVID-19:** Chief Bakken advised that positive cases are increasing throughout Mason County, including staff at the Fire Authority. He also stated that Governor Jay Inslee is not lifting the COVID-19 vaccination mandate for state and healthcare workers. Because of the concern for not having sufficient wildland fighters, the Fire Chiefs may be requesting the mandate be lifted for wildland workers.

**WSRB:** Chief Bakken explained that the majority of the necessary documents have been gathered and are prepared to send to WSRB for review. He also indicated there will then be a formal on-site visit in June.

## **NEW BUSINESS**

**WFCA Spring Seminar:** Commissioners Miller and McIntosh provided a brief report on the WFCA Spring Seminar at Suquamish Clearwater Casino. Commissioner Miller stated that procurement limits were discussed during the seminar. Chief Bakken confirmed that Authority policy limits spending by the Fire Chief to \$15,000 without formal Board approval. Commissioner McIntosh stated that Southeast Thurston County was successful in receiving impact fees. Chief Bakken advised that he would be interested in speaking with them to determine the appropriate formula. Commissioner Miller asked about text messaging and emails being documented for public records. Chief Bakken indicated that we do not monitor text messaging but all Fire Authority personnel are aware that any work-related texts are subject to public records laws.

**Policy Review, Ops-21 Basic Safety Standards:** Chief Bakken presented the revised basic safety policy. He explained that the policy has been updated but no major changes were made. Commissioner Quigley asked who the Safety Officer is. Chief Bakken indicated the prior Safety Officer was Captain Jordan Reese and the new Safety Officer is Captain Ryan Cleveland.

**Motion made by Commissioner McIntosh to approve the revised policy Ops-21 NMRFA Basic Safety Standards as presented. Commissioner Miller seconded the motion. Motion carried.**

**Public Comment:** None

**GOOD OF THE ORDER**

Chief Bakken asked if the Board would be interested in drafting a formal letter to Mason County, requesting to engage in a conversation addressing the future of the old headquarters fire station. He indicated that he will prepare a letter on behalf of the Board to the Mason County Board of Commissioners; the letter will be drafted prior to the next Fire Authority Board meeting next week.

Chief Bakken addressed a recent basement fire that A Shift responded to. The family publicly thanked the Fire Authority on social media.

Commissioner Quigley asked about the status of voucher reconciliation. Chief Bakken indicated that the backlog is nearly caught up.

**With no further business Commissioner Miller moved to adjourn the meeting. The meeting was adjourned at 5:57 p.m.**

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Authority Secretary Renee Wassenaar

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Commissioner Paul Severson

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Commissioner Bob Miller

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Commissioner Kelley McIntosh

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Commissioner Brooke Quigley

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Commissioner Dan Kewish