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## NORTH MASON REGIONAL FIRE AUTHORITY

### Meeting Minutes – 11/8/2022

**Present:** Chief Beau Bakken, Assistant Chief Scott Cooper, Commissioners: Kelley McIntosh, Paul Severson, Brooke Quigley, Dan Kewish, and Bob Miller. Guest: Sandy Robertson, Superintendent MCPHD #2.

Meeting called to order at 5:00 pm

Pledge of Allegiance

Meeting minutes for 10/11/2022 and 10/18/2022 were presented for review and approval. **Commissioner Miller moved to accept the minutes as presented; Commissioner Kewish seconded motion. Motion carried.**

Vouchers were presented for review and questions. No questions by the board. Chief Bakken indicated the holiday checks would appear on payroll before the end of the year.

**Commissioner McIntosh moved to approve the vouchers as presented for totals of \$366,746.73 and \$53,991.73 be approved; Commissioner Quigley seconded motion. Motion carried.**

#### ADMINISTRATIVE REPORT

The draft 2023 annual budget was presented for review. Discussion on the proposed resolution along with information regarding actual collection amounts as opposed to request amounts from the County. The RFA's actual collection takes into consideration past collection totals. Proposed revenue tends to be conservative based upon the unanticipated dollars collected from the GEMT and ambulance funds. Other considerations for the proposed budget include the startup costs for the newly implemented Community PA Program and the one-time funding from the County grant. Additionally, there is an increase in the salary line item due to an increase of healthcare costs.

Chief Cooper provided an update on increasing utility and fuel expenditures. There was also an update regarding the increasing costs of EMS supplies; the costs have almost tripled in the past year. Other costs include cellphone and computer costs for the Authority.

Captain Cleveland informed the administration that the proposed funding for the training line item was sufficient at this time. There was discussion regarding the ORV program and the ongoing maintenance and use agreement with Cliff's Cycle. The RFA will continue to remain in partnership with Cliff Cycle for the program.

A final carryover amount for contingency funds has yet to be decided for 2023. Costs for new apparatus for outlying stations needs to be reviewed and considered. Equipment for Station 21 and 27 are sufficient, but volunteer stations need upgrades.

**Commissioner McIntosh moved to accept Resolutions 22-02, 22-03, and 22/04 as presented for the 2023 Budget, Levy Rates, and Increase of 1% Rate; Commissioner Miller seconded the motion. Motion carried.**

The new PA program is in the implementation phase (equipment and organization of program). Patient case and response is scheduled to start on 1/1/2023. Insurance coverage is under review with VBIS. The RFA's broker is also looking at alternative options and policies. The ILA is scheduled to be signed next week. The only question that was proposed by the MCPHD #2 was regarding any "profits" earned as a result of the program. The MCPHD #2 is paying \$150,000 per year in partnership with the Authority in the PA Program. If the program realizes any profitability, the contract can be reviewed and renegotiated.

Assistant Fire Chief Scott Cooper reported there being 9 volunteer members of NMRFA in the current volunteer recruit academy. Graduation is scheduled to be sometime in December 2022. The NMFA had a recent graduate at the North Bend Fire Academy.

The AARPA grant dollars were recently awarded and finalized. This will be reflected in the 2023 budget summary.

Captain Ehresman is completing an audit on ambulance billings to insure proper billing. The RFA and EF Recovery will complete an overall audit review.

Assistant Chief Scott Cooper submitted a list of extrication equipment for proposed surplus. It may be offered to other agencies or businesses.

**Commissioner McIntosh moved to approve the extrication equipment list for surplus; Commissioner Kewish seconded motion. Motion carried.**

Station 81 Remodel Project is in the preliminary plan. There is design and engineer work to be completed. Discussion is underway with the community regarding the priorities on the project.

Station 23 Project is also progressing. The wiring and HVAC work is completed; along with other internal upgrades. Administration and crews are discussing staffing models.

Chief Bakken reminded the board regarding Administrative Contract reviews (annual process). The current contract reviews include the fire chief, assistant fire chief, and executive assistant(s).

There was a discussion regarding board commissioner roles and expectations and the relationship between the board and administrative staff. Questions and discussion included:

- Roles and responsibility
- Issues and communications amongst board members
- Unified decision making and collective voice
- Sharing ideas
- Respectful discussion and disagreement

How do we grade ourselves (fire commissioners)?

- Grading system

- Communication
- Decision making process
- Solutions vs Problems

Is the board receiving sufficient and appropriate training for open public meetings and public record requests? Does there need to be a sub-committee to review this?

The announcement for the administrative open positions will post next week.

A public records request for 2022 Team Chats was submitted to the RFA was requested. It will take some time to review the request and make the necessary redactions.

Brief comments regarding impact fees and the methodology in which PUD obtains “impact fees” for new development and construction.

No Public Comment.

Meeting adjourned at 6:40 pm

#### **BOARD OF VOLUNTEER FIREFIGHTERS (BVFF)**

Meeting called to order at 6:42pm.

**FF Keegan Johnson moved to approve payment for two (2) invoices for physicals in the amount of \$200; AC Cooper seconded motion. Motion carried.**

Meeting adjourned at 6:44 pm

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Authority Interim Secretary Beau Bakken

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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