



NORTH MASON REGIONAL FIRE AUTHORITY

Meeting Minutes: 12/13/2022

Present: Chief Bakken, Assistant Chief Cooper, Fire Commissioners: McIntosh, Quigley, Kewish, Miller, and Severson

Guest: Vanessa Allen

Meeting called to order at 5:04 pm

Pledge of Allegiance

Meeting minutes were reviewed. Commissioner Quigley made a correction to the spelling of Patty Stone and Peggy Vanbuskirk. Chief Bakken indicated he would make spelling corrections as necessary. **Commissioner McIntosh moved to approve meeting minutes with spelling corrections from 11/8/2022 and 11/15/2022; Commissioner Quigley seconded motion. Motion carried.**

Vouchers were presented and discussed. One of the expenditures was for the payment of the ambulance recently put into service. The vehicle was ordered 13 months ago and was only recently delivered, and payment completed. Chief Bakken stated that some end of the year purchases were made by the line item managers. Start-up equipment for the PA program was recently purchased but will be reimbursed with grant funding awarded. **Commissioner Miller moved to approve the vouchers as presented (total \$650,030.82) Voucher Numbers 222201001 through 221201117; Commissioner McIntosh seconded motion. Motion carried.**

ADMINISTRATIVE REPORT

PA Program Update: Initially VFIS denied the Authority insurance coverage for the PA program. The senior vice president of risk management submitted a proposal to the risk manager. VFIS underwriter agreed to coverage for the program with the caveat that the RFA provide reports and data for actuary history and use as a test case. Additionally, the MPD needs to sign the ILA contract and patient care is scheduled to start on 1/3/2023. It is anticipated that wound care and discharge patients will likely be the initial focus. A department vehicle is in use by the PA until it can be determined what the needs of the program will be.

Volunteer Fire Academy: The graduation ceremony for recruits will be held at NMRFA on 12/19/2022 at 6:00 pm

Home Health Care Program: The RFA and CHI has entered into a partnership to cover the financial costs for approximately 24 students to complete the home health care course. Students must pass the test

after course completion. There are open positions in home health care and will likely be employed after certification. The tentative date for the training is 3/1/2023.

Blood Drive: NMRFA will be hosting Bloodworks NW for a blood drive on 12/22/2023 and 12/23/2023. Chief Bakken will be providing brisket and lunch for donors and staff.

Executive Assistant Assessment: The assessment process was held on 12/13/2022. Four (4) applicants will be put forward for Chief's review and further interview. There will be a background and reference review process.

EMS Reporting: The ERS system for EMS reporting has been bought out by ESO. ESO will be the new database. Conversion is scheduled to start in February 2023. Training for the new system will be implemented. The additional benefits will be the reporting system. ERS will still have storage of old data from conversion.

Hill International Award: On 12/16/2022, Hill International was recognized for an award in design and construction of the NMRFA Headquarters Station. Chiefs Bakken and Cooper attended with the design team to be recognized.

STICO Training: NMRFA hosted a Strategy and Tactics Training at the new Station 21 HQ training room. This was a 16 hour training with multiple departments participating in this incident command training module.

Winter Storm: Discussion regarding the recent weather impacts in the district; primarily discussing snow routes for responding units (law and fire). Most primary and secondary routes were getting some road clearing. However, most secondary and tertiary routes remained unclear – especially on the Tahuya Peninsula that had the most snow. Mason County Public Works did not make it out to the north of the county. NMRFA had numerous calls for “trees down”.

OLD BUSINESS

WSRB Review: The WSRB rating for NMRFA remains at 5. The goal is to reduce the rating to a 4; the Authority is very close to getting the rating reduced now. However, many of the water systems in the district are the basis for the current rating.

Recruit/Retention Committee: Due to weather and availability of staff – meeting will be rescheduled in January 2023.

Commissioner Quigley indicated she will remain on the board at this time. She stated she would like to until staffing is complete (administrative personnel). She would like to work with the board in developing a self-assessment for the board of fire commissioners. Commissioner Quigley and Miller are working on a draft that will look at roles and responsibilities, decision making protocol, and strategic planning. It was also proposed by Commissioner Severson that the board schedule one or two retreats a year to work on large projects. This would allow for more in-depth review and consideration on projects. These retreats would remain in a public forum.

NEW BUSINESS:

None

CAC Update:

The next meeting will be on 1/9/2023; Commissioner McIntosh will be chair for 2023. Friday Update videos are being distributed to the CAC email group.

WFCA/Region 9: Region 9 Workshop is scheduled for 3/25/2023 and Central Kitsap will be hosting the event. Commissioner McIntosh will be meeting with CK Commissioners to discuss details and get registration set up. The WFCA Spring Saturday Conference will be on 4/22/2023 at the Suquamish Casino and Resort. Program notices for both will be sent out in the new year.

PUBLIC COMMENT:

None

Commissioner McIntosh moved to adjourn the meeting; Commissioner Kewish seconded the motion.
Meeting adjourned at 6:00 pm

BVFF:

A signature was needed on a previously approved BVFF voucher. With the RFA having no current district secretary, Commissioner McIntosh signed voucher on RFA behalf.

Authority Interim Secretary Beau Bakken

Commissioner Paul Severson

Commissioner Bob Miller

Commissioner Kelley McIntosh

Commissioner Brooke Quigley

Commissioner Dan Kewish