



North Mason Regional Fire Authority (NMRFA)

Meeting Minutes

14880 NE North Shore Rd, Tahuya, WA

7/20/2016

Present: Commissioners Kewish, Miller, Severson; Chief Bakken, Asst Chief Cooper, **Excused:** Commissioner McIntosh, Executive Assistant Patti and Commissioner Quigley

Guests: Michael Wessen, Eric Nelson, Bob Newbill

Commissioner Kewish called the meeting to order at 5:00PM and opened with the Pledge of Allegiance.

FINANCIAL REPORT:

Chief Bakken provided the Authority's Financial Report and a copy of the Authority's July Budget Summary was distributed.

ADMINISTRATION REPORT:

Tina Miller: Chief Bakken advised the board that Volunteer Coordinator Tina Miller had been offered and accepted a position with the Puget Sound Naval Shipyard. Her first day will be August 1st.

Policy Approval: Personnel- 45 Administrative Assistant

Chief Bakken presented the Administrative Assistant Job Description (Personnel- 45) for Board Consideration.

Commissioner Miller motioned to approve the policy as presented; Commissioner Kewish seconded the motion. Motion carried.

Photography/Video Policy Update: Chief Bakken advised that the Photography/Videography policy draft was still under review by the joint labor management group. A final draft for Board consideration will be presented in August.

Laura Friese Graduation: Chief Bakken advised the Board about the Firefighter graduation for Laura Friese. The graduation will take place in Burien, on Friday July 22nd at 10am. Board attendance at the graduation is encouraged.

Upcoming Events: Chief Bakken advised the Board of the upcoming Taste of Hood Canal event happening on August 12th and the Tahuya Salmon Bake on August 21st.

Tahuya Fire Station: Chief Bakken provided the Board with an update on the design and planning process for the Tahuya Fire Station and the administrations meeting with TCA Planning and Design on Monday July 18th. The Authority has also formed an internal building committee to assist with the design process.

Public Comment: None

Good of the Order: None

Commissioner Severson moved to adjourn; Commissioner Miller seconded the motion. Motion carried. The meeting was adjourned at 5:34pm.



Authority Secretary Katie Patti

Commissioner Kelley McIntosh


Commissioner Brooke Quigley
Commissioner Bob Miller
Commissioner Daniel Kewish
Commissioner Paul Severson