



**North Mason Regional Fire Authority (NMRFA)
Meeting Minutes
460 NE Old Belfair Hwy
1/16/2018**

Present: Commissioners McIntosh, Kewish, Quigley, Miller, Severson; Chief Bakken, Assistant Chief Cooper, Executive Assistant Patti

Guests: FF Josh Hasbrook, FF Laura Friese and Cpt. Jeromy Hicks

FINANCIALS: Chief Bakken reviewed the end of year finances with the Board. He and Executive Assistant Patti will input end of year numbers and will provide a January financial report at next month's meeting. Ambulance revenues continue to be a concern as we are below our projected revenue. We are following up with our billing agency. We were also within 98% of budget for the year. He reviewed the capital contingency budget and shared we will be submitting a grant for SCBA equipment.

ADMINISTRATION:

WA State Audit: The Exit Interview has been scheduled for January 23rd at 3pm. Commissioners are encouraged to attend. If more than two commissioners would like to attend we will advertise as a special meeting.

Station Security Update: Cpt. Hicks met with one of the security vendors today. The Committee will reconvene next week to review proposals by the vendors. He hopes to be able to provide an update to the Board next month.

Deferred Compensation MOU: This MOU provides clear and concise language regarding both Chief's deferred compensation contribution by the Authority.

Commissioner Kewish made a motion to adopt the Deferred Compensation MOU as presented; Commissioner Quigley seconded the motion. Motion approved.

Administrative Contract Review Policy ADMIN-44: This policy outlines the process for reviewing administrative contracts.

Commissioner Quigley made a motion to adopt ADMIN-44 as presented; Commissioner Severson seconded the motion. Motion approved.

Sexual Harassment Policy: Chief Bakken had distributed the policy for review by the Board. There was a lot of discussion on sexual harassment including the reporting procedure and training. It was decided that the policy language needs to be updated. Commissioner Quigley will work with Chief Bakken on the updates and bring them back to the Board for review.

Public Comment: None

Good of the Order: None

**Commissioner Miller moved to adjourn; Commissioner Quigley seconded the motion. Motion carried.
The meeting was adjourned at 6:01pm.**



Authority Secretary Katie Patti



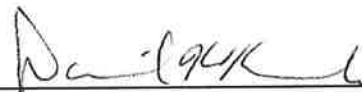
Commissioner Kelley McIntosh



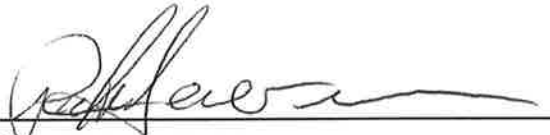
Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish



Commissioner Paul Severson