



# North Mason Fire

North Mason Regional Fire Authority (NMRFA)

Meeting Minutes  
460 NE Old Belfair Hwy  
8/20/2019

**Present:** Commissioners McIntosh, Kewish, Quigley, Miller, Executive Assistant Patti, Chief Bakken; Assistant Chief Cooper; **Excused:** Commissioner Severson  
**Guests:** None

## ADMINISTRATION

**Tahuya Salmon Bake:** Reminder that the event is scheduled for this weekend on the 25<sup>th</sup> at Station 81 from 12pm – 5pm.

**Fire Marshall Position Update:** Chief Bakken provided an update on the meeting between the Fire Chiefs and Mason County DEM. The County provided 3 options for a Fire Marshall. Options include: Hire a full time individual and charging businesses to for fire inspections and plan review; second, train a person in their office on occupancy and systems testing; or post a .2FTE for one day a week like what Jeromy Hicks was doing. The County elected to go with the final option and will post a position to see if there is any interest.

**District 3 Meeting:** Chief Bakken will have more to report following the meeting tomorrow.

## OLD BUSINESS

**Job Descriptions:** Chief Bakken presented three job descriptions to the Board for review. The job descriptions are for an Executive Assistant – Finance, HR and Records, an Executive Assistant - Programs and Policies and the Emergency Preparedness Specialist. Regarding the EA positions, Chief made a request to the Board to allow him to extend a promotional offer to current Admin Asst. McCormick and an offer of employment to one of our CRT Volunteers who originally applied for the EA position in 2013 and has been volunteering for several months doing various administrative tasks. There was further discussion and the Board will work on finalizing the job descriptions and then hold a special meeting next Tuesday August 27<sup>th</sup>. Commissioner McIntosh requested to review the current employment agreements language prior to meeting with the candidates. With regards to the Emergency Preparedness Specialist position, Chief is working with the Union to finalize details and envisions conducting an employment assessment in the coming months with a start date of November 1<sup>st</sup>. There will be more discussion on this position at next month's meeting.

**Permit Process with the County:** AC Cooper provided an update on the permitting of the Tahuya Apparatus Bay. He reported he has made contact with the County and feels progress has been made. He requested we not send a letter yet.

## NEW BUSINESS

**Good of the Order:** Former MCFD2 Commissioner Tom Taylor has passed away. His wife, Linda made the notification to us adding that any contributions they receive will be directed to the Firefighters Association. There is a memorial service scheduled for this Sunday.

Commissioner McIntosh moved to adjourn. Motion carried. The meeting was adjourned at 6:03pm.

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Authority Secretary Katie Patti

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Commissioner Kelley McIntosh



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Commissioner Brooke Quigley



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Commissioner Bob Miller



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Commissioner Daniel Kewish



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Commissioner Paul Severson