



**North Mason Regional Fire Authority (NMRFA)**

**Meeting Minutes**

**14880 NE North Shore Rd**

**10/18/2016**

**Present:** Commissioners Kewish; Quigley, Miller, Severson; Executive Assistant Patti, Chief Bakken, Assistant Chief Cooper. **Excused:** Commissioner McIntosh  
**Guests:** Volunteer Gerry Morrow

Commissioner Quigley called the meeting to order and led the group in the pledge of allegiance.

**Vouchers-** A second batch of Vouchers for the month of October #160090 to #1610116 in the amount of \$39,535.42, were presented for approval.

**Commissioner Miller moved to approve the vouchers as presented; Commissioner Severson seconded the motion. Motion approved.**

**FINANCIAL REPORT:** Chief Bakken reported we are in the last financial period of the year. We are doing great and are on track for the end of the year. Healthcare premium increase is coming in at 11%. He reviewed the Health Reimbursement Account arrangement that the RFA has implemented a few years ago to assist employees with their copays and other medical expenses.

**WA Fire Commissioners:** The annual Fire Commissioners conference is coming up on October 27<sup>th</sup> in Yakima. Commissioner Bob Miller will be attending.

**Newsletter:** Captain Jeromy Hicks along with Rodika are working on the newsletter. This will be distributed in November.

**Tahuya Fire Station Design:** Assistant Chief Cooper spoke about the Fire Station Design and some of the issues we have recently been up against such as the septic system and the drain field as well as required parking spaces. AC Cooper will be meeting with the designer to come up with ideas on how to best move forward. There was discussion on with the old septic with the agreement that if we want the system to work for 50 years we may need to look at upgrading or replacing the tank all together.

**ADMINISTRATIVE:**

**Equipment Surplus Request:** A list of items that the Fire Authority believes to be surplus was sent out to Commissioners for review and approval (Attached).

**Commissioner Quigley motioned to approve the list of surplus of items as presented; Commissioner Severson seconded the motion. Motion carried.**

**Fair Labor Standards Act (FLSA):** Chief Bakken provided a presentation to the Commissioners on FLSA and two payroll issues we are working on an agreement with the union. The first is an issue of hours worked in a period of 24 days. If hours exceed 182hrs worked in a 24 day period, the employee should be paid time and ½ on any hours over the 182 threshold. We are required by law to look back two years and provide compensation if found to be over that threshold. We plan to have a dollar figure for review shortly.

The second issue, concerns how we calculate the hourly rate for employees. Per union contract, we use a 2920 calculation which is the number of hours you're scheduled to work equivalent to 1/3 of the year. We have found the U.S. Department of Labor does not have a "magic formula" but rather relies on case law for determining a calculation and we have found that our calculations are consistent. He added both issues have required extensive research and work including discussion with our attorney. We have received a notice of legal advice that we would like direction from the Board to share with the union. The Board directed Chief Bakken to share the letter with the union.

**Tahuya Meeting Quarterly rather than Monthly:** Chief Bakken indicated we started coming to Tahuya to meet the needs of the Tahuya community. He recommended that December would be our last meeting out in Tahuya and beginning in January we go to a quarterly meeting schedule in Tahuya. It was advised to obtain community input before we change the schedule. As a reminder, the CAC group still meets at Station 27 and is a great place to keep in touch with what's happening at the Fire Authority.

**CAC Meeting:** Commissioner Quigley provided a reminder of November's meeting.

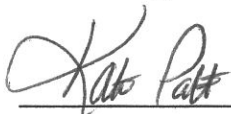
**Comments from the Tahuya Open House:** Commissioner Quigley shared comments she received at the Tahuya Open House on the build and design. She shared those with AC Cooper.

**Mason County Fire Commissioners Association Meetings:** The meetings take place on the first Thursday of every other month at 6:00pm at the Shelton Civic Center. Commissioner McIntosh is the committee Chair. Commissioner Quigley encouraged other Commissioners to attend if their schedule allows. Executive Asst Patti will make sure everyone is on the email distribution list.


**Public Comment:** None

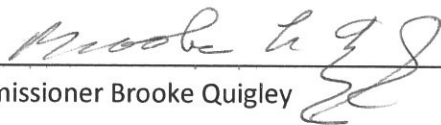
**Good of the Order:** We are going to get a group photo at the November 8<sup>th</sup> meeting to put on the website. Commissioners thanked members of A- shift for hosting dinner before last week's meeting. A good time was had by all.

**Commissioner Quigley moved to adjourn; Commissioner Miller seconded the motion. Motion carried. The meeting was adjourned at 6:27pm.**



Authority Secretary Katie Patti

  
Commissioner Kelley McIntosh

  
Commissioner Brooke Quigley

  
Commissioner Bob Miller

  
Commissioner Daniel Kewish

  
Commissioner Paul Severson