



North Mason Regional Fire Authority (NMRFA)

Special Meeting Minutes

460 NE Old Belfair Hwy

8/27/2019

Present: Commissioners McIntosh – via phone, Kewish, Quigley, Miller, Severson, Executive Assistant Patti, Chief Bakken; **Excused:** AC Cooper
Guests: Cpt. Ehresman

Voucher #1908093 in the amount of \$3,463.51 was presented for approval. This is for our newsletter.

A motion was made by Commissioner McIntosh to approve the vouchers as presented; Commissioner Miller seconded the motion.

OLD BUSINESS

Administrative Positions: Chief Bakken shared the following SOP Job Descriptions for review and approval; PERS-44 Executive Assistant – Finance, HR, and Records and PERS-45 Executive Assistant – Programs and Policy.

A motion was made by Commissioner Quigley to adopt the SOP's as presented; Commissioner Severson seconded the motion. Motion carried.

Executive Assistant Positions: With the adoption of these job descriptions, Chief Bakken would like the Board's authorization to enter into a contract discussion and negotiations with current AA McCormick and CRT Volunteer Norwil. Chief shared that he feels the employment agreement that EA Patti and AA McCormick have contain nearly all the language for the new positions. Chief Bakken presented a wage step spreadsheet for the positions. The scale is currently in use with the exception of a third wage option to add \$10,000 to their salary in lieu of medical benefits. Chief requested that the Board approve this addition to the wage scale. Commissioner Kewish inquired if the third option was available to EA Patti; Chief indicated it was not. Once discussions and negotiations have commenced, Chief will present the final contracts to the Board for review and approval.

Commissioner Kewish made a motion to permit Chief Bakken to enter into discussion and negotiations; Commissioner Miller seconded the motion. Motion approved.

Good of the Order:

The following items were shared:

- The Purchase and Sale Agreement are near completion for the Bixenmann property.
- On September 13th the RFA will hold a community celebration for Jeromy Hicks.
- We will have a going away party for EA Patti on Friday, August 30th at 3pm – 5pm.
- Overdose awareness walk occurs tomorrow and is set to depart from the NM Timberland Library in Belfair and then in Shelton on Thursday.
- Tahuya Salmon Bake was the best attended Salmon Bake we've ever had. There were over 200 tickets sold.

Public Comment: None

Commissioner Quigley moved to adjourn; Commissioner Severson seconded the motion. Motion carried. The meeting was adjourned at 6:25pm.

Authority Secretary Katie Patti

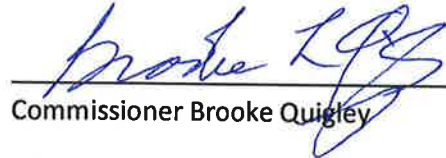
Commissioner Kelley McIntosh



Commissioner Bob Miller



Commissioner Paul Severson



Commissioner Brooke Quigley



Commissioner Daniel Kewish