



**North Mason Regional Fire Authority (NMRFA)  
Meeting Minutes  
460 NE Old Belfair Hwy, Belfair, WA 98528  
10/8/19**

**Present:** Commissioners Bob Miller, Brooke Quigley, Kelley McIntosh, Dan Kewish, Asst Chief Scott Cooper, and Fire Chief Beau Bakken. Not present/excused: Commissioner Paul Severson.

Meeting called to order at 5:00 pm; Pledge of Allegiance.

**Commissioner Miller moved that meeting minutes from September 2019 meetings be approved as presented; Commissioner Kewish seconded motion. Motion carried.**

Financial vouchers presented for review with new BIAS format.

**Commissioner McIntosh moved to approve expense vouchers under BIAS 191001001-19100175 in the amount \$149,270.71; Commissioner Quigley seconded motion. Motion carried.**

**Commissioner Kewish moved to approve payroll vouchers under vouchers 191001-1910023 in the amount of \$201,602.09; Commissioner Miller seconded motion. Motion carried.**

The fire authority is still in the process of transferring its financial records and processes to BIAS. Payroll and purchase order system should be completed by 2020. The fire authority is scheduled for a November State Audit process. The audit will be able to review the conversion process.

NMRFA is still providing administrative financial services to MCFD3 under contract. NMRFA will be providing this service until the end of 2019. In 2020, it will revert back to MCFD 3.

The government affairs committee with the North Mason Chamber of Commerce will be hosting a presentation regarding the NMRFA Bond Measure that will be on the November general election ballot. The fire authority and county officials will be discussing the merits of the bond measure and benefits to the community. The fire authority will also be serving hot dogs as part of the luncheon.

*KM* To date, there have been approximately 3000 flyers delivered regarding the bond measure. ~~Since have been delivered~~ and ballots will be mailed on 10/15/19. There will be one final doorbelling session.

The campaign measure has filed the C1 form and will be submitting reports as required.

*update (km)*

Chief Bakken provided an on the Quick Response Team (QRT) for the opioid crisis. Three (3) positions have been hired and there will be a meeting on 10/15/19 at the Mason Transit Board meeting to introduce the staff and future plans.

Asst Chief Cooper provided an update on the Tahuya Fire Station. Concrete forms are scheduled to be installed; steel work should be following thereafter. Most of this work should be completed soon with weather permitting. After that stage will be basic electrical/HVAC.

Chief Bakken will be developing the 2020 Annual Budget; information will be provided at the November meeting.

This Friday 10/11/19 will be the executive assistant assessment center. There will be approximately 30-35 applicants based upon the RSVP to the assessment center.

Chief Bakken requested consideration for an additional staff for the front office. The reception area of the fire station is secured and requires someone to answer the door throughout the day. There is a growing need for front office support staff in addition to the executive assistant roles; especially since the Community Outreach position is also vacant. Chief Bakken asked to look at additional hiring candidates while interviewing EA candidates.

GOOD OF THE ORDER:

- 1) Consider holding fire commissioners' meetings in Tahuya 1-2 a year instead of quarterly
- 2) Hold an Open House in Tahuya for December Fire Commissioner meeting if Station is ready
- 3) Consider having only <sup>(1) km</sup> meeting in December due to holidays.

Meeting adjourned at 6:05 pm

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Authority Secretary

*Kelley McIntosh*  
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Commissioner Kelley McIntosh

*Brooke Quigley*  
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Commissioner Brooke Quigley



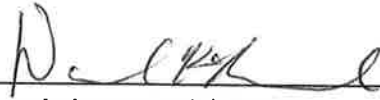
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Commissioner Bob Miller



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Commissioner Paul Severson



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Commissioner Daniel Kewish