



**NORTH MASON REGIONAL FIRE AUTHORITY
MEETING MINUTES: 11/25/19
SPECIAL SET MEETING**

Present: Fire Commissioners – Kewish, Miller, Severson, Quigley and McIntosh. Fire Chief Bakken and Asst Fire Chief Cooper

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

Chief Bakken introduced new Executive Assistant Renee Wassenaar.

Chief Bakken presented the updated draft of the 2020 Annual Budget with line item assignments.

Chief Bakken presented the Financial Management Policy. There was brief discussion on the reserve/contingency fund definitions. Explained the difference in definitions as well as the need to demonstrate performance and liquidity of funds within the budget.

Commissioner Miller moved to approved Financial Management Policy 45 as presented; Commissioner Kewish seconded motion. Motion Carried.

Chief Bakken intends to provide a bank comparison for the bond rates in December meeting.

Commissioner Quigley requested the board review emergency fund balances and goals for future budgeting purposes. What are the target amounts and annual contributions to be set? What do we foresee as unanticipated emergencies and what would be appropriate for emergency/contingency fund?

Chief Bakken stated that the HRA/VEBA voucher was not included in the monthly vouchers.

Commissioner Quigley moved to approve the voucher payment for VEBA for \$13,120.51. Commissioner Severson seconded motion. Motion Carried.

Good of the Order: Chief Bakken stated that he was contacted by the State Auditors Office. The Fire Authority's audit is scheduled to start in mid-December. He plans to contact the Auditor's Office and request the audit be postponed to January 2020 after the holidays.

Meeting Adjourned at 5:25 pm.

Authority Secretary Beau Bakken

Commissioner Kelley McIntosh

Commissioner Brooke Quigley



Commissioner Bob Miller



Commissioner Daniel Kewish

Commissioner Paul Severson