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

**Meeting Minutes**

**460 NE Old Belfair Hwy, Belfair WA**

**Telephone/Videoconference Option**

**12/21/2021**

**Present:** Commissioners Kelley McIntosh, Brooke Quigley, Paul Severson, Dan Kewish, Bob Miller; Executive Assistant Wassenaar; Chief Bakken; Assistant Chief Cooper

Commissioner Severson arrived for the meeting at 5:15 p.m.

The meeting was held in-person with a telephone/videoconference option available.

**Absent:** None

**Guests:** None

Meeting was called to order at 5:01 p.m. and opened with the Pledge of Allegiance.

**FINANCIALS**

A single financial voucher was presented for review.

**A motion was made by Commissioner Kewish to approve the expense voucher under BIAS 211203001 in the amount of \$2,000. Commissioner Miller seconded the motion. Motion carried.**

**ADMINISTRATION**

**Santa Run:** Chief Bakken provided an update, stating that Santa drove through Trails End last Saturday, with Twanoh Falls and Cedar Street last night. He indicated the communities were ecstatic following last year's absence; Cedar Street was holding a street party to celebrate. He also stated that tonight Santa will be going to Beards and Lynch Cove, Riverhill, Maggie Lake, Collins Lake and Tahuya River Valley.

**Fire Engine Push-In Ceremony:** Chief Bakken stated the new fire engine was put into service today and its first call was a structure fire. As a result, the push-in ceremony was moved to next month to allow sufficient time to clean and restock the engine.

**OLD BUSINESS**

**Administrative Employee Job Descriptions:** Chief Bakken presented the new job descriptions for the Administrative Assistant, Executive Assistant and Emergency Prevention Specialist. He confirmed that Safety Days remains primarily under the Emergency Prevention Specialist role.

**Motion made by Commissioner McIntosh to approve the revised Job Descriptions: Pers-45 Public Safety Support Specialist, Pers-47 Emergency Prevention Specialist and Pers-48 Executive Assistant Programs and Policy as presented. Commissioner Quigley seconded the motion. Motion carried.**

**NEW BUSINESS**

**Resolution 21.05 – Authorization of Bond Transfer:** The Bond Fund had a deficit of \$7,809.91 for the bond payment of \$375,650.00 due November 30, 2021. The resolution authorizes the transfer of \$7,809.91 from the Fire Authority’s General Expense Fund to the Bond Fund for the November payment. Further, the resolution authorizes a subsequent reimbursement of funds in the amount of \$7,809.91 from the Bond Fund to the General Expense Fund.

**Motion made by Commissioner Kewish to approve Resolution 21.05 as presented. Commissioner Miller seconded the motion. Motion carried.**

**EXECUTIVE SESSION RCW 42.30.110(b) – To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; started at 5:13 p.m.; 20 minutes**

**Public Comment:** None

**GOOD OF THE ORDER**

**With no further business Commissioner McIntosh moved to adjourn the meeting. The meeting was adjourned at 5:40 p.m.**

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Authority Secretary Renee Wassenaar

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Commissioner Kelley McIntosh

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Commissioner Paul Severson

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Commissioner Brooke Quigley

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Commissioner Daniel Kewish

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Commissioner Bob Miller