

**MASON COUNTY FIRE PROTECTION DISTRICT NO. 4
FIRE COMMISSIONERS MEETING AGENDA**

Wednesday, August 5, 2020 @ 3:00 p.m.

Via ZOOM

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting: July 15, 2020

Collect Commissioner time sheets for July

ASSOCIATION REPORT: due to COVID19 the Association is not meeting

IAFF REPORT:

FINANCIAL REPORT:

- Vouchers (sent in advance via email)

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- Re-designing Volunteer Association - tabled
- EMS Levy Results – August 4th ballots due
- Office Assistant

NEW BUSINESS:

- Construction projects of interest

GOOD OF THE ORDER:

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes – via Zoom meetings

August 5, 2020

Chairman Hirschi called the meeting to order at 3:00 p.m. Present: Commissioners Hirschi, Bennett and Plews; Lisa Brengan was present as minute-taker.

PUBLIC COMMENTS: None

MINUTES:

Commissioner Plews **MOTIONED:** to approve the minutes of the July 15, 2020 regular meeting **SECOND:** Commissioner Hirschi. 2 in favor, 1 abstain. **Motion passes.**

ASSOCIATION REPORT: The Association is not meeting during this time of COVID19 quarantine. President Joan Palmer has put out an email to try a ZOOM meeting for August.

IAFF REPORT: No representation.

FINANCIAL REPORT: Expense accounts payables in the amount of \$13,013.28 vouchers 604004257 – 604004267, dated 7/1/20; \$11,182.40 vouchers 604004268 – 604004278, dated 7/10/20; \$110,001.77 vouchers 604004279 – 604004322, dated 07/20/20; \$5,105.97 vouchers 604004323 – 604004329, dated 7/27/20; \$35,785.86 vouchers 604004330 – 604004342, dated 8/04/2020 were reviewed.

Commissioner Bennett **MOTIONED:** to approve payment of vouchers as presented. **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

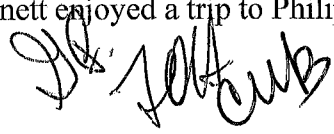
Commissioners will send July time sheets to Lisa via email or text.

COMMUNICATIONS: Chief Burbridge received a phone call regarding the amazing care A-Shift showed to a patient who was transferred earlier today - Great job A-Shift!! Commissioner Plews just returned from his cabin where it had been 100 degrees each day! Commissioner Bennett enjoyed a trip to Philipsburg, MT.

CHIEF'S REPORTS:

Chief Burbridge:

- Working on taking down signs, let him know if you see one, he will go retrieve it.
- Turning in paperwork to Squaxin for reimbursement of COVID salaries & expenses through June.
- Looking for an EXEC session next meeting regarding a personnel issue.
- COVID discussion of general knowledge
- Part-time and full-time position hiring list is advertised, Daily Dispatch
- A-Shift congratulations on a fire stop, and kind words of EMS care
- Three grants pending, AFG-Regional, AFG, Sta-44 upgrades and USDA, Distant Learning.
- NOFO, FEMA-BRIC grant potentials. (Building Resilient Infrastructures in Communities) Long-term planning
- Trial reimbursement to be presented next week
- VEOCI – Emergency Management data platform in development stage. Trimming time in the EOC down. Though numbers are on the rise, daily details are slowing
- With 2nd quarter expenditure report, will focus on 2021 budget with Cushman model
- Discussion regarding commissioner's IT needs
- PIP in progress for one employee



AC Jenkins:

- Total incidents through August 5, 2020: 828
- Total incidents through August 5, 2019: 815
- Total EMS calls through August 5, 2020: 553
- Total EMS calls through August 5, 2019: 490
- Total transports through August 5, 2020: 187
- Total transports through August 5, 2019: 122
- IFTs: 52
- Blackstar applied the MF4 logo to the new Cargo Trailer, looks great
- Station 42 was broken into. Missing two SCBA bottles, orange first aid box, and an axe. Pictures, police report, and replacement quote all taken care of.
- A few months ago, I sent a request out to the captains to anonymously evaluate me. I had a third party host an evaluation form they could log into, fill out, add to and have the results get recorded and summarized anonymously. I have the results that I am working on getting shared back with the captains in a group email. I appreciate their honesty and trust in going through the process with me so I can grow professionally and do my best for the District and them.

UNFINISHED BUSINESS:

Re-designing Volunteer Association – no action

EMS Levy – Ballots were due yesterday, August 4 we are at 57.23% and need a super-majority 60% for the EMS Levy renewal to pass. Next meeting, we will do an “after action” review, any suggestions for our next run at the renewal, pass on to Chief Burbridge, he is compiling notes. There was an issue with a known ballot that was given the incorrect precinct number and Fire 4 did not show on their ballot although they live within FD4 boundaries – we have discussed with the Elections Department and will be following up with them to review their processes. The Elections website shows discrepancy on the numbers reported per precinct, so that discussion will be had as well. The election is due to be certified by August 18.

Office Assistant: Have not advertised, was awaiting election to be concluded, spreading position availability via word of mouth at this time.

NEW BUSINESS:

Good of the Order: Tammy offered to edit Joseph’s GoPro video from the Sunrise Place fire last week to make it into a training and/or recruitment video.

*Fenton R. King
Cynthia W. Bennett
Dany Q. Lewis*

Meeting adjourned at 4:19 p.m.
Minutes prepared by Lisa Brengan