

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

Wednesday, March 18, 2020 @ 8:00 a.m.
Station 41

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting: March 4, 2020

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- Re-designing Volunteer Association
- EMS Levy – Taniant tasks

NEW BUSINESS:

- COVID-19
- Construction projects of interest

GOOD OF THE ORDER:

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes

March 18, 2020

Chairman Hirschi called the meeting to order at 8:05 a.m. Present: Commissioners Hirschi, Bennett and Plews. Lisa Brengan was present as minute-taker.

MINUTES: Commissioner Bennett **MOTIONED:** to approve the minutes of the March 4, 2020 regular meeting **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

IAFF REPORT: Nothing to report

COMMUNICATIONS: No communication

CHIEF'S REPORTS:

Chief Report:

- An unprecedented last few weeks.
- As of March 12th, the fire district has been activated (ESF #4) under Squaxin Island's Declaration of Emergency. Daily communications and paperwork have been streamlined for documentation for recovery. The casino closed 1400 hrs. yesterday, while the hotel remains open for day to day operations. A single kitchen will remain open for grab and go food. Golf course is in day to day ops with their kitchen. Admin staff is transitioning to emergency ops for the duration of the closure.
- An extra position has been created due to COVID-19 situation. Primary responsibilities are to maintain a readiness state through sanitation efforts. Receiving many comments from area agencies as to the proactive steps the district is conducting. Our crews are very creative while taking this seriously. This position is being documented under the declaration.
- County Area Command discussion.
- Taniant: We are working on a press release schedule to show the actions of the district during the declaration. We are currently working to have a newsletter released by the end of business today. Short articles to allow the community to use the website for expanded articles. A kid's page will have numerous websites and webinars to continue their education and exploration while out of school. There is re-scheduling to consider and Tammey is available via phone conference.
- Economy discussion, re: resolution.
- Due to the labor involvement and the current virus situation, the golf tournament has been postponed to Summer 2021. With that postponement, the fire district applied for a \$49,000 PPE grant through AFG.
- Stations closed to public access versus Open Public Meeting Act. Roger Ferris and Brian Snure are working together to address this on behalf of many special purpose districts. The governor will be asked to assist. Best Practices until addressed may move to the apparatus bay for social distancing. Possible.
- Construction has begun for Arcadia kitchen.

Chief Burbridge discussed the desire to create a "sick leave sharing" policy, would be sharing by hour at receiving employees' current rate of pay. BOARD AGREED

AC Report:

- Total incidents through March 18, 2020: 325
- Total incidents through March 18, 2019: 335
- Total EMS calls through March 18, 2020: 213
- Total EMS calls through March 18, 2019: 202
- Total transports through March 18, 2020: 70
 - Count includes 17 IFTs
- Total transports through March 18, 2019: 55

*Fabrizio Hirschi
Cynthia Bennett
Amy Plews*

- Cancelled scheduled ride-a longs with job and volunteer applicants. Will be sending out instead initial contact email with all applicants explaining current situation and the “no general public” policy currently in place at stations. Will reschedule people when we can.
- New contamination prevention practices are being instituted/updated almost daily at MCFD4 for our safety.
- Operations is following all CDC, Mason County EMS, and WA DOH information and protocols. Per Dr. Hoffman, **if** the EMS provider was wearing all appropriate PPE as outlined and have **NO** symptoms, they **DO NOT** need to be quarantined for the 14 days.
- Currently one known case of COVID-19 in Mason County.
- PPE supplies are limited at MCFD4. N95 masks have been assigned to all personnel. Replacements are available in very limited supply currently.
- Many email updates going out daily regarding new guidelines, etc.

UNFINISHED BUSINESS:

Re-designing Volunteer Association – nothing new to report.

EMS Levy – Taniant tasks - had a phone conference with Tamme, discussed getting a newsletter out, Lisa completing the Resolution, due in May to run the EMS Levy in August.

Commissioner Plews reminded commissioners they need to complete Chief Burbridge’s evaluation for 2019; Commissioner Hirschi will distribute the blank evaluation form.

NEW BUSINESS: None

Meeting adjourned at 9:10 a.m.
Minutes prepared by Lisa Brengan

[Handwritten signatures]
Curtis W. Bennett
Gary Plews