

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes

October 2, 2019

Chairman Plews called the meeting to order at 8:00 a.m. Present: Commissioners Hirschi and Plews, and Bennett. Lisa Brengan was present as minute-taker.

MINUTES:

Commissioner Bennett **MOTIONED:** to approve the minutes of the September 20, 2019 regular meeting **SECOND:** Commissioner Hirschi. Unanimous vote. **Motion passes.**

FINANCIAL REPORT:

Expense accounts payables in the amount of \$55,416.87 vouchers 604003367 – 604003393, dated 8/30/19; \$1,546.08 vouchers 604003394 – 604003399, dated 9/13/19; \$95,088.16 vouchers 604003400 – 604003444, dated 9/29/19 were reviewed. Commissioner Hirschi **MOTIONED:** to approve payment of vouchers as presented. **SECOND:** Commissioner Bennett. Unanimous vote. **Motion passes.**

Collected Commissioners September time sheets. Gave a GEMT update and current revenue report.

COMMUNICATIONS: Received a thank-you letter from Squaxin Tribal Nation for our participation in their Suicide Prevention Day; MCFD16 invited commissioners to attend their October 9, noon meeting – one commissioner will go to represent District 4; Oxygen tanks have been donated to the County, using social media to get the word out for people who need oxygen during power outages to call Station 41.

ASSOCIATION REPORT: Chief asked the association to enter into an agreement with Brandon Furrer to release ownership of Engine 49; Pumpkin carving fundraiser was discussed.

CHIEF'S REPORTS:

Chief Burbridge:

--Kyle Howell, Stryker equipment demonstration. Chief will have the Captains come up with a needs list.

--Resolution #185 Vision and Purpose--Meeting with Dr. Hoffman and ER nurse managers, 9/25/19. Positive discussion regarding a potential partnership with MGH to assist with patient transfers. Currently the hospital is experiencing a four-hour ETA for BLS ambulance service out of Olympia, if they are available. Requests for transportation have stretched into Grays Harbor agencies.

--New policy #2015 Ride A Long Program Policy, posted 9/17/19 for review. Policy addresses guidelines, hours, waiver, HIPAA and conduct. Recommend adoption.

Commissioner Bennett **MOTIONED:** to adopt Policy #2015 as presented. **SECOND:** Commissioner Hirschi. Unanimous vote. **Motion passes.**

--Update policy #2326 Shift Trade (Swap) Policy, posted 9/23/19 for review. Language added: Outside of CBA Article #8 and pertaining to non-bargaining unit employees, "No more than two shifts (48 hours) per month. Additional trades must have AC or Chief approval. Currently negotiating this updated policy.

--Office Assistant PTE Job Description

-- New EMS Council Board

AC Jenkins:

- Total incidents through October 1, 2019: 1030
- Total incidents through October 1, 2018: 1083

- Total transports through October 1, 2019: 157
- Total transports through October 1, 2018: 130
- Total EMS calls through October 1, 2019: 606
- Total EMS calls through October 1, 2018: 616
- Hose testing, ladder testing, and pump testing is complete.
- Ladder truck is at shop getting lights updated to LEDs.
- Volunteer EMT to-be TajNorvelle McGhee is doing well in EMT school and still enthusiastic.
- AC Jenkins had a great learning experience at the King County Fire Chiefs Association Leadership Conference. Also made new contacts and will be bringing two classes (one free and one reduced cost to us) to MF4 in the next 4 months.
- MF4 was represented at the LODD service for Cowlitz 2 BC.

NEW BUSINESS:

Draft Resolution #185, establishing the District's vision & purpose, was presented.

Commissioner Bennett **MOTIONED:** to adopt Resolution #185 Establishing the District's Vision & Purpose.

SECOND: Commissioner Hirschi. Unanimous vote. **Motion passes.**

Chief Burbridge recommended we go out for bid on a Type 1 ambulance with bids to be opened at the October 16 board meeting.

Commissioner Bennett **MOTIONED:** to advertise for bids on a Type 1 ambulance, bids due Noon, October 15. **SECOND:** Commissioner Hirschi. Unanimous vote. **Motion passes.**

Chairman Plews had to leave the meeting; Commissioner Bennet took the gavel at 10:51 a.m.

UNFINISHED BUSINESS:

Re-designing Volunteer Association – Special Meeting scheduled for October 29th, 2019 at 6:00 p.m. Station 41

Strategic Plan – still working on interviews with personnel

All hands meeting: scheduled for October 10 – Lisa will add to the presentation talking about how the District gets revenue – from property tax payment to personnel's paycheck.

Meeting adjourned at 11:20 a.m.
Minutes prepared by Lisa Brengan