

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

Wednesday, December 2, 2020 @ 3:00 p.m. via Zoom

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting: November 18, 2020

Collect Commissioner time sheets for November

ASSOCIATION REPORT:

IAFF REPORT:

FINANCIAL REPORT:

- Vouchers

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- EMS Levy – progress update: Resolution #192

NEW BUSINESS:

- Construction projects of interest

GOOD OF THE ORDER:

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes – **via Zoom meetings**

December 2, 2020

Chairman Hirschi called the meeting to order at 3:05 p.m. Present: Commissioners Hirschi, Bennett and Plews; Lisa Brengan was present as minute-taker.

PUBLIC COMMENTS: None

MINUTES:

Commissioner Bennett **MOTIONED:** to approve the minutes of the November 18, 2020 regular meeting

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

ASSOCIATION REPORT: The Association has adopted 7 families with a total of 20 children! Donations are beginning to come in. January meeting will discuss Levy.

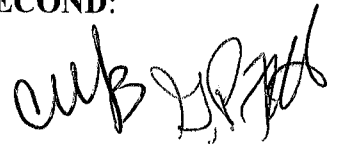
IAFF REPORT: none present

FINANCIAL REPORT: Expense accounts payables in the amount of \$19,978.36 vouchers 604004580 – 604004599, dated 11/6/20; \$3,278.12 vouchers 604004600 – 604004604, dated 11/13/20; \$107,957.82 vouchers 604004605 – 604004643, dated 11/29/20; \$13,830.78 vouchers 604004644 – 604004656, dated 12/2/20 were reviewed.

Commissioner Bennett **MOTIONED:** to approve payment of vouchers as presented. **SECOND:**

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

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



COMMUNICATIONS: Received a thank-you card for changing out smoke detectors, received apple pie from our friend on Craddick Road for the crews helping her due to flooding.

CHIEF'S REPORTS:

Chief Burbridge:

Lexipol:

Update on Lexipol: Met with our Labor group and presented the Lexipol KMS. John is/has/will begin the orientation webinars of their product. The goal is to have 2 FTEs, 1 PTE and admin as the PWG. I have been in contact with a retired fire chief (Justin Heim) who will be the Project Manager for Lexipol. After we establish the members of the PWG, there will be a discovery meeting to get started. This will require an aggressive schedule, two two-hour meeting per week, ideally while on shift.

EF Recovery:

RMS-Records Management System

Several conversations with their claim's manager. We have completed an audit of 2020 motor vehicle accidents. Out of 60, she is proceeding ahead with 54 claims. Our average claim is \$450 per incident. A potential recovery of \$25,000. Their IT department is currently working with our RMS (Emergency Reporting) for the phone app to correspond and upload information to our RMS.

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Policy Updates –

Cost Recovery #2095 Thanks for the read and corrections. Other than a couple grammar edits, changes are: FTE hourly rate to chief officer and removal of "Traffic Control fee" Existing Resolution is up to date and supports this policy. Discussion regarding fees; Preparedness, Out of District, and initial claims.

Commissioner Plews **MOTIONED:** to adopt Policy #2095-Cost Recovery Policy, as presented. **SECOND:** Commissioner Bennett. Unanimous vote. **Motion passes.**

Ambulance Base Rate #2196 In consult with Systems Design, consideration to update this policy to reflect 2021 rates to increase to \$750.00 and \$18.00/mile from \$700.00/\$15.00. If agreed, I will post this for comment.

Commissioner Bennett **MOTIONED:** to adopt Policy #2196-Ambulance Base Rate, raising the base rate to \$750 and per mile charge to \$18. **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

In-house data review:

This has been assigned to Captain Walton. We are both catching up on data entries and report reviews. Data to the state regarding EMS calls provides some feedback on items missed. Overall our personnel are providing excellent reports that capture the incident details. Very nice job!

To follow the adopted **Communication Plan** (During COVID) the District has upgraded it's Zoom account for extended meetings.

The balance of my report is under Agenda/EMS Levy.

AC Jenkins

OPERATIONS

AC: Jim Verone spent about 4 hours today at station 44 and loaded Pro Phoenix software/modules and information on station 44 computer. Gave tutorials. We now have access to Fire Investigation, Fire Inspection, Vehicle Maintenance, Training, RMS modules.

Personnel: Two volunteer applicants answered my emails last week. Will find out how much they want to volunteer...too late for EMT applications.

Safety: November 27 meeting. Working on purchasing and installing eye wash stations. Air compressor still down, fix in progress. Mutual aid partners are excellent with letting us fill bottles.

Vehicles: Rig check sheet turned into Jim Verone who is making a digital version for us.

Facilities: The new treadmill is being delivered to station 41 early tomorrow morning. Olympic Lock came to station 44 to look at replacing two-handed locks on doors to app bay with digital "single-hand" use locks to bring station up to fire code – also answering concern of one lock failing and other lock falls off door.

PPE, Inspections, Reports: No updates

Mental Health: Education regarding "watch out signs" regarding First Responders and mental health coming in January.

TRAINING

Will be starting Pro Phoenix training and quick implementation of modules as learned.

UNFINISHED BUSINESS:

EMS Levy – Resolution #192 to place the EMS Levy on the February 2021 ballot has been reviewed and prepared for adoption.

Commissioner Bennett **MOTIONED:** to adopt Resolution #192 to place the 6-year EMS Levy Renewal on the February 2021 ballot. **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

Meeting adjourned at 3:33 p.m.
Minutes prepared by Lisa Brengan

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes via ZOOM

December 16, 2020

Chairman Hirschi called the meeting to order at 8:11 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 December 2, 2020 regular meeting **SECOND:** Commissioner Hirschi. Unanimous vote. **Motion passes.**

PUBLIC COMMENT: None

IAFF REPORT: None present

COMMUNICATIONS: Nothing to report.

CHIEF'S REPORTS:

Chief Report:

EMS Policy Committee – Council committee discussed potential policy conflicts with law enforcement regarding mental health issues. Left with good understanding of EMS protocols. Chief Dep. Spurling will conduct a taped class on De-escalation techniques. This class will be available for all EMS responders.

Vaccine – All personnel numbers have been sent to the county and the tribe. Currently, there is no guidance from L&I for employees. With consideration of mandating the vaccine, I need to poll our membership individually, and get a feel of the % of pro-vaccine. Should we consider mandating the vaccine, it will become a CBA negotiation. There is a special chiefs meeting with Dr. Hoffman on the 22nd of December.

Vaccine POD – The fire district will assist Squaxin at their POD for medical support. The first scheduled POD is 12/22, if Moderna gets shipped. (I believe the county will receive Pfizer)

EF Recovery has been updated, project completed.

In-house data review has been completed.

Lexipol discovery meeting on hold, a family emergency created some time away from the office.

AC Report:

Total Incidents	1357	1347
Total Fire Calls	546	457
Total EMS Calls	811	887
Total Transports	256	298
Total IFTs	5	83

OPERATIONS

AC: Zoom recording this morning on Fall Prevention with Jeff Slakey. Met my AC counterpart at Griffin Fire Dec 15. Will be planning mutual aid training for next year. All planning more mutual aid training with District 11. Continuing to work on WOST and CMCI committees. Next meeting, I will have annual statistics available. Please let me know if there are specifics you want that are not normally shared.

Personnel: New volunteer member William Narvaez III is fully set up with Dist 4; doing 48 hr shifts almost every week, and able to respond to all types of calls. Currently volunteering on B shift. Volunteer Dean Johnen has officially been accepted into the county EMT school and will begin January. He is excused from his 48 hr shift requirement during this time and knows to come in to practice and get any help needed.

Safety: Air compressor back in service.

Vehicles: Multiple engines needing repair at same time. Fortunate to have 3 engines to shuffle around. Two engines in service. Rigs continue rotating through shop for annual maintenance.

Facilities: Facilities is working on “off-season” projects. Lighting at 46, deep cleaning stations. New “used” furniture was purchased and some donated to district.

PPE, Inspections, Reports: On track for all ERS reports to be retrieved digitally by Systems Design Jan 1. About to enter a mini test phase with them.

Mental Health: In talks with districts in the county, everyone is excited to hear the mental health professional talk at the County Chief's meeting. Other districts are also looking to see how our one-on-one sessions and training goes for the district. Some have mention to me that they might be interested in doing the same thing depending on our results.

TRAINING

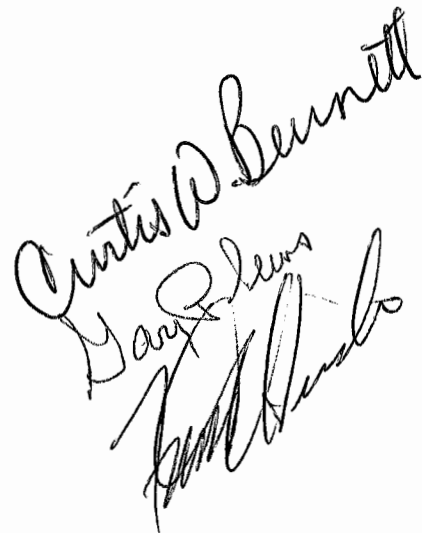
Continuing. Annual EMT training being completed by Dec 17 for all personnel. See AC section for the rest of training report.

UNFINISHED BUSINESS:

EMS Levy – Discussed constituents' reaction to the letter received from the District; timeframe for signage; big signs can be picked up. Social media continues to be updated as well as the website and forms for folks to sign up for our e-newsletter.

Chairman Hirschi called an EXECUTIVE SESSION at 8:50 a.m. to discuss the performance of a public employee; Hirschi announced the session would run until 9:00 a.m. In session were the commissioners, and Chief Burbridge. At 9:04 a.m. Chairman Hirschi announced the Commissioners were returning from EXECUTIVE SESSION where they discussed the performance of a public employee and no action was taken.

Meeting adjourned at 9:04 a.m.
Minutes prepared by Lisa Brengan



Curtis W. Bennett
Gary Lewis
Tom Hirschi