

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

Wednesday, November 18, 2020 @ 8:00 a.m.
via ZOOM and/or in-person

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting November 4, 2020

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

IAFF REPORT –

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- EMS Levy –
- Exploration of consolidation -

NEW BUSINESS:

- Construction projects of interest

GOOD OF THE ORDER:

BVFF BUSINESS

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes via ZOOM

November 18, 2020

Chairman Hirschi called the meeting to order at 8:00 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 November 4, 2020 regular meeting **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

PUBLIC COMMENT: None

IAFF REPORT: None present

COMMUNICATIONS: Resident on Craddick Road is thankful for our crews help with some flooding issues.

CHIEF'S REPORTS:

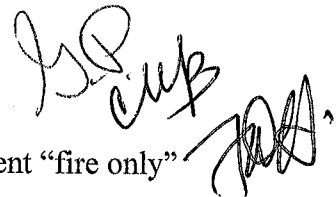
Chief Report:

- Lexipol onboarding: Initial orientation completed. I will forward to the BOC the webinar orientation. It is an hour and a half. The eight-step process is highlighted from 3:38 to 10:40 in the presentation.
- Acronyms:
 - PWG – Primary Working Group
 - GIQ – General Information Questionnaire
 - KMS – Knowledge Management System
 - CSM – Customer Success Manager
- Currently working on who will be on the PWG. Admin, Local rep, PTE ideal. Working with Capt. Sliva and should be meeting this week. This will be an aggressive schedule for completion. Most likely meeting twice a week at two hours each day.
- Awaiting call back from Ray Peters regarding Community Grant.
- Met with John Taylor regarding: 1) Safety/COVID Plan. 2) Immediate COVID testing should the need arise. The turnaround time for testing results is now two days. 3) Reimbursement has been approved and should arrive soon. 4) Continued participation with the Emergency Management Homeland Security Council.
- Met with EF Recovery admin. Their organization has been overhauled. They have an app to assist documentation for reimbursement. I am working with their IT person for access to our records management system (ERS) and he is working with ERS IT for a tunnel to upload information to ERS. This avoids duplication and creates efficiencies.
- Mental Health training for all personnel is scheduled for January. This is using SAFER funding. The counselor will meet with all personnel collectively and individually. The counselor will also be attending the January fire chiefs meeting for a two-hour leadership awareness presentation. Law enforcement leadership is also invited.
- EMS Levy: District letter delivery will be taken care of by the Shopper. Should go out early next week.
- Next step is for video snippets addressing the levy, our operations and personnel. These will go out on social media and website.

AC Report:

OPERATIONS

- Personnel: Potential volunteer has applied for EMT school entrance exam. A current "fire only" volunteer is applying for EMT school.
- Safety: Meeting end of the month.
- Vehicles: Rigs are rotating through County shop for annual maintenance. Truck will get its UL required repairs after beginning of year. Streamlining rig checks: bringing MF4 into the electronic age. This will help with consistency, accuracy, safety, and communication.



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- Facilities: Gym facility repairs coming soon. Contractor (Dean) has looked at building and there is a plan in place including safety features (lights, no windows). Lighting in 46 app bay being repaired.
- PPE, Inspections, Reports: No updates
- Mental Health: Education regarding “watch out signs” regarding First Responders and mental health coming in January.

TRAINING

- Quarterly training: seasonal based. Winter preparations, annual quarterly requirements.

UNFINISHED BUSINESS:

EMS Levy – Discussed letter to voters and where to position signs that the Association & private individuals are purchasing

Meeting adjourned at 9:16 a.m.
Minutes prepared by Lisa Brengan

Laura Klaus
Curtis W. Bennett
Fentel Klaus