

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

Wednesday, April 7, 2021 @ 3:00 p.m.

In-person or via ZOOM

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting March 17, 2021

FINANCIAL REPORT:

- Vouchers

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

IAFF REPORT –

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- Squaxin MOU

NEW BUSINESS:

- Executive Session RCW 42.30.110 (g)

GOOD OF THE ORDER:

BVFF MEETING

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes – **In-person and via Zoom meetings**

April 7, 2021

Chairman Bennett 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 Hirschi **MOTIONED:** to approve the minutes of the March 17, 2021 regular meeting

SECOND: Commissioner Hirschi. **ABSTAINED:** Commissioner Plews. **Motion passes.**

IAFF REPORT: Members working on Lexipol and reviewing new policies; contract negotiations scheduled for Fall 2021. Captain Sliva requested the IAFF report at commissioner meetings be dialed back to only the first meeting of each month. Board Agreed.

FINANCIAL REPORT: Expense accounts payables in the amount of \$21,144.92 vouchers 604004723 – 604004745, dated 1/8/21; \$7,481.13 vouchers 604004746 – 604004754, dated 1/15/21; account sweep for Election Costs \$1,295.91, dated 1/25/21; \$111,452.11 vouchers 604004755 – 604004790, dated 1/30/21; \$21,835.60 vouchers 604004814 – 604004839, dated 2/12/21; \$110,769.75 vouchers 604004840 – 604004873, dated 2/22/21; \$20,087.25 vouchers 604004874 – 604004893, dated 03/01/21; account sweep for Election Costs \$14,890.43, dated 3/12/21; \$124,941.61 vouchers 604004894 – 604004955, dated 3/31/21; \$24,902.90 vouchers 604004956 – 604004984 were reviewed.

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

Quarter 1 Expenditures & Revenues were handed out for review.

Commissioners turned in March time sheets to Lisa.



COMMUNICATIONS: Commissioner Plews received a phone call at home from a constituent asking about burn permits; she was advised 4 x 4 burn pile does not require a permit.

Lisa canceled Lake Chelan hotel for WFCA conference as it was canceled again. Room reservations have been made for the October conference at the Holiday Inn Express in Marysville as the Tulalip Casino is already booked up for the conference.

CHIEF'S REPORTS:

Chief Burbridge:

- Lexipol is moving forward nicely, compliments from Lexipol for our pace and efforts. BOC tour of Lexipol site available. Currently 30 policies are out to the membership for review and comment. Next PWG meeting will push these policies out as approved and available for access through website or phone app. As the group moves forward there will be a period to review and adopt Policy 1000 Chapter. Seeking a commissioner to join the group to address commissioners' policies.
- HCC IT Support. Inventory is complete and am working with Spencer Jones to address devices that are still under warranty and devices that will be changed out. Any commissioner needs?
- Station 47 PUD project for fiber. Pole is in place, awaiting installation of the gateway for internet service. Station 44 cameras to be installed for security of staff and facilities. Station 41 generator: Access work is complete. Awaiting Watson's Diesel to conduct a maintenance check on the generator before moving again.

Minutes – April 7, 2021

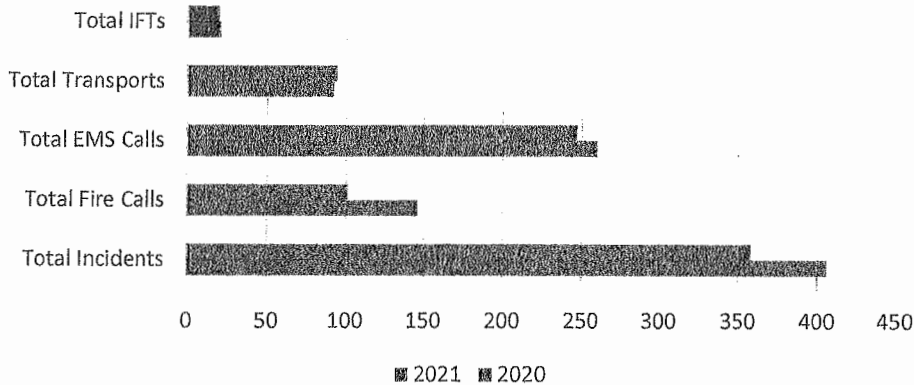
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- FlowMSP Proposal: Capt. Walton was tasked to research this program for pre-planning purposes. Pre-planning has moved forward at a snail's pace, partly awaiting ProPhoenix roll out. Originally quoted at \$15,000, a quality discussion brought the price down to \$3820.00 for three years. The product is user friendly enough to reduce pre-planning time by 75%. Multiple sites can be planned in a single day. Pre-planning was/is a priority for WSRB, who will rate us later in 2021.
- Mitigation project for approval. Community member seeking assistance to create a safe area to transition from vehicles to house. A concrete pad would do nicely. Donation funds will cover costs.
- We are seeking a single mechanic service agent. Fleet manager states he feels overwhelmed with vehicle maintenance. Single service will promote more prevention and servicing vs. repair and replace. Currently utilizing three services, with the county shop shutting down customer service that was promoted under different leadership. Central Kitsap is unable to assist. Olympia Fire agreement is in the works. (Awaiting city manager approval) Comparable rates to follow.
- IAFF negotiations scheduled for fall of 2021, following the completion of Lexipol rollout. Disaster reimbursement is moving forward. Finance and Director completing communications regarding the ILA.

AC Jenkins

Mason County Fire District 4	2020	2021
Total Incidents	406	358
Total Fire Calls	146	101
Total EMS Calls	260	247
Total Transports	92	94
Total IFTs	21	20

MF4 Call Stats YTD - Current vs Previous Year



cup
FAD
LPR

- Personnel: Requesting new volunteer approval: Nicolas Jenkins. Interested in wildland/summer only. Currently helping with pump swap on brush trucks. Jeriel Pena comes trained from Griffin Fire. BOARD AGREED.
- Safety: No March safety meeting.
- Facilities: New man door locks on Station 44 app bay. Solid install; will last for a long time. Ability to change codes easily and have multiple codes as guest codes.
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- PPE, Inspections, Reports: Have identified new wildland needs. Appropriate PPE being ordered. Gear racks are being mounted on walls at 46 and eventually at 44. High enough off ground to allow for a bin underneath to store wildland gear assigned to member year-around. Rack assignments will eventually be grouped via shift. Gear will be stored in a uniform, neat, safe manner and individuals will be responsible for this with captains responsible for shift overall. This will allow for the eventual set-up to include covers over racks to keep diesel particulates off gear.
- Training: 1st quarter of training complete. 2nd quarter training will include live fire training at Mark Noble. This will be a joint mutual aid training with MCFD11. Working with Chief Searles and AC Heinrich regarding the IAP for the day. Several members from MF4 will be instructing. This is a mandatory training for all MF4 members.
- Vehicles: Currently working on an appropriate place for fleet maintenance. Several vehicles needing repairs/attention. Brush truck pump swap almost complete.

UNFINISHED BUSINESS:

Squaxin MOU & Lease Agreement – Chief asked for ideas on how the Tribe can help the district: Housing for on-shift personnel, station, funding of employees & benefits, length of agreement 5 or 15 years and continued discussion.

Office Assistant: Board Approved Chief working on a draft of job description, cost, and duties.

NEW BUSINESS:

Construction projects of interest: none mentioned.

Good of the Order: nothing to report

Artis W. Bennett
Justin D. Hunter
Jay G. Brown

Meeting adjourned at 5:00 p.m.
Minutes prepared by Lisa Brengan