

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

Wednesday, September 2, 2020 @ 3:00 p.m.

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting: August 19, 2020

Collect Commissioner time sheets for August

ASSOCIATION REPORT:

IAFF REPORT:

FINANCIAL REPORT:

- Vouchers
- Signing of voucher from March thru current

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- Re-designing Volunteer Association - tabled
- EMS Levy strategy

NEW BUSINESS:

- Construction projects of interest
- ~~Executive Session - personnel~~

GOOD OF THE ORDER:

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

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

September 2, 2020

Chairman Hirschi 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 Bennett **MOTIONED:** to approve the minutes of the August 19, 2020 regular meeting

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

ASSOCIATION REPORT: The Association attempted their first ZOOM meeting last evening, too many technical difficulties, they will try again at another date.

IAFF REPORT: Sliva will be the new POC, nothing to report.

FINANCIAL REPORT: Expense accounts payables in the amount of \$11,842.10 vouchers 604004343 – 604004355, dated 8/7/20; \$111,443.39 vouchers 604004356 – 604004400, dated 8/31/20; \$41,681.57 vouchers 604004401 – 604004408, dated 09/01/20; were reviewed.

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

Commissioners will send August time sheets to Lisa via email or text. As commissioners have time, please come in to sign vouchers & minutes since COVID/Zoom meetings started.

COMMUNICATIONS: nothing to report.

CHIEF'S REPORTS:

Chief Burbridge:

- Introduction Captain Jared Walton, oath of office. IFSAC Fire Officer, Investigator, Instructor, Evaluator and Wildland FF.
- The district is currently reviewing 15 applications for part-time and full-time employment. Written testing today, 80% or greater to move forward in the process.
- Squaxin-DEM/EOC- Current position is ESF-4 IC for wildland concerns. The fire district remains activated under Squaxin Declaration. Transition to Arcadia with contact with the EOC.
- COVID positives are continuing to rise. SNIF issues. State #<75K/1915 deaths, Mason #344/1 death. Global 25.8 million/<900K deaths. US passing 6 million/860K deaths.
- Note of thanks to Angus Carpenter and Gage Bailey for their flexibility in the work schedule to accommodate B-shift.
- State fires: North side contained and in mop up. Evans Canyon, Naches, at 13,000 acres moving south, no containment % stated. Walla Walla contained. Sno Pass fire 50% contained @600 acres

AC Jenkins

- Total incidents through September 2, 2020: 945
- Total incidents through September 2, 2019: 917
- Total transports through September 2, 2020: 209
- Total transports through September 2, 2019: 136



Minutes – September 2, 2020

Page 2

- Total EMS calls through September 2, 2020: 626
- Total EMS calls through September 2, 2019: 545
- Reinstating monthly Shift CO meetings
- New Captain.
- All full-time and part-time job applicants are taking written online test today. District standard to move on to interview is 80% or better score.

Commissioner Bennett asked for percentage of increase in calls over the last 5 or 10 years.

UNFINISHED BUSINESS:

Re-designing Volunteer Association – no action

EMS Levy – ongoing discussion

Office Assistant: on hold until 2021 budget is worked out

Chief's annual review: Commissioners would like to move evaluation to quarterly to keep fresh items in mind. Executive Session next meeting to review 2019 evaluation.

NEW BUSINESS:

Good of the Order: nothing to report

Meeting adjourned at 3:40 p.m.
Minutes prepared by Lisa Brengan

Curtis W. Bennett
Larry P. Lewis

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

Wednesday, September 16, 2020 @ 8:00 a.m.

via ZOOM

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting September 2, 2020

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

IAFF REPORT –

CHIEF'S REPORT:

- Chief Burbridge – on vacation
- AC Jenkins

UNFINISHED BUSINESS:

- Office Assistant
- EMS Levy - After Action

NEW BUSINESS:

- Construction projects of interest

GOOD OF THE ORDER:

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes via ZOOM

September 16, 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 September 2, 2020 regular meeting **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

PUBLIC COMMENT: None

IAFF REPORT: None present

COMMUNICATIONS: None.

CHIEF'S REPORTS:

Chief Report:

Chief Burbridge on vacation.

AC Report:

- Total incidents through September 16, 2020: 1003
- Total incidents through September 16, 2019: 973
- Total transports through September 16, 2020: 210
- IFTs: 65
- Total transports through September 16, 2019: 147
- Total EMS calls through September 16, 2020: 653
- Total EMS calls through September 16, 2019: 580
- Hired Nathan Jonson as full-time firefighter
- Hired Jeremiah Bishop as part-time firefighter
- Have a short full-time and part-time firefighter list

*Sam Plews
Curtis W. Bennett
Frank Hirschi*

Commissioners asked for a list of employees; Lisa will email them the phone list that shows PTE and FTE employees.

UNFINISHED BUSINESS:

Office Assistant: Going to wait until 2021 – take off agenda

EMS Levy – After Acton: Resolution is due December 11 to be on February 9, 2021 ballot. Discussion took place regarding permanent levy vs. 6-year levy.

NEW BUSINESS: none.

Chairman Hirschi called an EXECUTIVE SESSION at 8:20 a.m. to discuss the performance of a public employee; Hirschi announced the session would run for 30 minutes. In session were the commissioners. At 8:58 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 9:00 a.m.
Minutes prepared by Lisa Brengan

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

Wednesday, October 7, 2020 @ 3:00 p.m. via Zoom

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting: September 16, 2020

Collect Commissioner time sheets for September

ASSOCIATION REPORT:

IAFF REPORT:

FINANCIAL REPORT:

- Vouchers
- Quarterly Report

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- EMS Levy - strategy

NEW BUSINESS:

- Construction projects of interest
- ~~Executive Session - personnel~~

GOOD OF THE ORDER:

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes – **via Zoom meetings**
October 7, 2020

Chairman Hirschi 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 Bennett **MOTIONED:** to approve the minutes of the September 16, 2020 regular meeting
SECOND: Commissioner Plews. Unanimous vote. **Motion passes.**

ASSOCIATION REPORT: First in-person meeting since COVID took place this month. Engine 49 was sold for \$1200; Colleen is working on Christmas families with Southside School; nominations for 2021 officer positions will be taken at the November meeting.

IAFF REPORT: none present

FINANCIAL REPORT: Expense accounts payables in the amount of \$20,795.49 vouchers 604004409 – 604004426, dated 9/4/20; \$5681.90 vouchers 6040044427 – 604004435, dated 9/11/20; \$129,428.54 vouchers 604004436 – 604004479, dated 09/29/20; were reviewed.

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

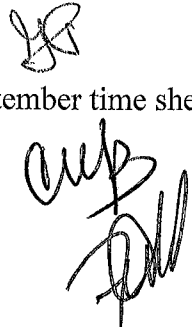
Quarter 3 financial reports were reviewed and discussed. Commissioners will send September time sheets to Lisa via email or text.

COMMUNICATIONS: received a thank-you card from a resident of Maple Glen.

CHIEF'S REPORTS:

Chief Burbridge:

- Newly hired personnel. Nate Jonson, PTE was appointed FTE FF Probationary and Jerimiah Bishop was appointed PTE. Brett Bishop (Former commissioner) is beaming with pride.
- Mason County is in Phase 3 allowing in-person government meetings. Discussion regarding meetings and hall rental. Suggestion(s) Move forward with District Phase 3 Safety Plan. Consider environmental services following any public use of District Facility, paid for with a COVID Fee. Additional consideration to increase the hall rental fee. Currently, \$50/half day, \$100/full day.
- SORT Reimbursement in the initial stage. Recent changes with Olympic National Forest for rescue operations reimbursement. Continued discussion with county DEM.
- Current status with Squaxin DEM. Maintaining contact as Liaison during COVID. John Taylor advised me the (Previously discussed) reimbursement has received its final approval.
- Restraint Policy: Request from operations for a policy to guide personnel's use of restraints. A draft has been posted. This also incorporates EMS protocols. Has been emailed to the board.
- Policies Update: Discussion with Lexipol regarding updating our policies as a whole. Program in email for information. Previously 6K/year. Year 1 - \$2600, Year 2 - \$5000.
- AFG-Safety, PPE Grant open. Will apply for PPE to ease the EMS line item.
- Budget Meeting discussion. I have a current Cushman model complete for 2021 and the 7-year glidepath looks positive. Agenda items for in-person budget meeting? Date?



Minutes – October 7, 2020

Page 2

The second regular meeting of October scheduled for October 21st is changed to the annual budget meeting and will take place on Friday, October 30 at Station 41 (or Zoom if preferred) from 10am – 2pm. **BOARD AGREED.**

AC Jenkins

- Total incidents through October 7, 2020: 1085
- Total incidents through October 7, 2019: 1060
- Total transports through October 7, 2020: 214
- IFTs: 31
- Total transports through October 7, 2019: 161
- Total EMS calls through October 7, 2020: 701
- Total EMS calls through October 7, 2019: 622
- Hose testing and ladder testing occurred Oct 5, 2020
- A44 participated in the small parade in downtown Shelton for Relay for Life.

UNFINISHED BUSINESS:

EMS Levy – Ongoing discussion regarding how to proceed; it was decided the 6-year levy request makes more sense at this time. **BOARD AGREED.** Resolutions is due December 11, 2020 for the February 9th election.

Discussion also took place to keep Taniant on as the consultant (at the same monthly rate) to lead us through the next phase of getting the EMS Levy passed.

Commissioner Bennett **MOTIONED** to continue the contract with Taniant through February at the same monthly rate as previous. **SECOND:** Commissioner Hirschi. **ABSTAIN:** Commissioner Plews. Motion passes.

NEW BUSINESS:

Good of the Order: nothing to report

Meeting adjourned at 3:53 p.m.
Minutes prepared by Lisa Brengan

Larry Plews
Arthur W. Bennett
Frank Hirschi

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

Friday, October 29, 2020 @ 10:00 a.m.
via ZOOM and/or in-person

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting October 7, 2020

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

IAFF REPORT –

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- ~~Office Assistant~~
- EMS Levy -

NEW BUSINESS:

- Construction projects of interest

GOOD OF THE ORDER:

2021 BUDGET MEETING

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes **via ZOOM and/or In-person**

October 30, 2020

Chairman Hirschi called the meeting to order at 10:00 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 October 7, 2020 regular meeting **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

PUBLIC COMMENT: None

IAFF REPORT: None present

COMMUNICATIONS: None.

CHIEF’S REPORTS:

Chief Report:

- Newly hired personnel. Nate Jonson, PTE was appointed FTE FF Probationary and Jerimiah Bishop was appointed PTE. Brett Bishop (Former commissioner) is beaming with pride.
- Mason County is in Phase 3 allowing in-person government meetings. Discussion regarding meetings and hall rental. Suggestion(s) Move forward with District Phase 3 Safety Plan. Consider environmental services following any public use of District Facility, paid for with a COVID Fee. Additional consideration to increase the hall rental fee. Currently, \$75/half day, \$150/full day.
- SORT Reimbursement in the initial stage. Recent changes with Olympic National Forest for rescue operations reimbursement. Continued discussion with county DEM.
- Current status with Squaxin DEM. Maintaining contact as Liaison during COVID. John Taylor advised me the (Previously discussed) reimbursement has received its final approval.
- Restraint Policy: Request from operations for a policy to guide personnel’s use of restraints. A draft has been posted. This also incorporates EMS protocols. Has been emailed to the board.
- Policies Update: Discussion with Lexipol regarding updating our policies as a whole. Program in email for information. Previously 6K/year. Year 1 - \$2600, Year 2 - \$5000.
- AFG-Safety, PPE Grant open. Will apply for PPE to ease the EMS line item.
- Budget Meeting discussion. I have a current Cushman model complete for 2021 and the 7-year glidepath looks positive. Agenda items for in-person budget meeting? Date?

Commissioner Bennett **MOTIONED:** to proceed subscribing to Lexipoll policies & utilizing as we see fit for the 2-year obligation. **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

AC Report:

Mason County Fire District 4	2019	2020
Total Incidents	1154	1176
Total Fire Calls	470	402
Total EMS Calls	684	768
Total Transports	187	230
Total IFTs	5	76

Handwritten signatures:
 LH
 Cup
 JAH

- Began using more of Microsoft 365 features. All MF4 active members now have a MF4 email address. This will help ensure district information is stored on servers within district control along with knowing where data is stored and transmitted. With this, we are using Microsoft Teams for shift pass down report which allows for improved continuity, communication, and tracking of information. Also doing a very

slow roll-out with Microsoft SharePoint. Attempts to improve how we communicate, share pertinent information, and educate continue. Quarterly training is posted in our training platform, Target Solutions. This month consisted of SCBA, Hazmat Training, and some hopefully inspiration invoking speeches. Assigning FF to specific responsibilities within our major categories (vehicles, facilities, PPE): we now have one keeping track of PPE inventory, a new one in training for EMS supplies, one for the gym, and one for ladders. Researching the cost efficacy of owning our own Class B uniforms vs using Cintas. Creating a new FF probationary task book: need a second one as our new FTEs come from the PTE ranks and have completed the current version yet are on a new probation process.

- Personnel: Marcus Burns has accepted a firefighter position with East Pierce Fire and Rescue. His last date with MF4 is October 30, 2020. Using our newly created hiring list current MF4 part-time FF/EMT Bryce Gibler will be the newest FTE. His first FTE shift will be Nov 6, 2020. Also using the list, volunteer FF/EMT TajNorvelle McGhee will be the newest PTE. His first PTE shift will be Nov 8, 2020. Need to keep pushing PTE applications. Attempted to contact 5 potential volunteers w/no reply from any.
- Safety: Meeting held Oct 28, 2020 Working to correct lack of oven shutoffs; Eyewash stations installed at 44, 46. 41 is next. No injuries to report.
- Vehicles: Aid units had privacy screens w/MF4 logo added to rear windows. Various engines with leaky valves; all on “to be repaired” list. E41 w/various issues from electrical to headlights. Ladder will be ready for more training after UL repairs made. Winterizing of rigs has started.
- Facilities: New switch in 46 app bay bathroom – turns light/fan on upon entry. After no movement for 7 minutes, turns all off. More of these switches, if this one works well, to be added in other bathrooms. Still working on outdoor lighting at 46 and 44.
- PPE, Inspections, Reports: We now have a complete inventory of all PPE to include structure and wildland. Learned from this that no new helmets are needed until 2024; for preplanning purposes, a good light affordable helmet costs \$250. Researching the cost of particulate hoods (strategic plan items?) as a cancer reducing safety item. Best hood for best price is currently \$85: 20 hoods is about \$1700.00. Class B uniforms: Cintas is \$96/month with many errors. Class B uniforms to purchase cost about \$250/uniform – 3 uniforms/active member. More to come.
- Mental Health: AC recently attended a 3-day IAFC Leadership Challenge from the CO Fire Chiefs Association and IAFF. One of the topics was generations and mental health. Gen Y and Gen Z bring specific and different challenges. Some stats: Gen Y: little patience, if not happy they leave. They are realists, want extreme fun, social, tolerant, and confident. They earn money to spend money. Work ethic is they are tenacious, multitaskers, goal orientated. They tend to struggle with functional literacy, supervision, structure. Gen Y’s expect hand holding, rewards, collaboration, feedback, and often question authority to make sure best option is presented. Are concerned with quality of life. The Gen Y “icon” is Zuckerberg (Facebook creator) Gen Z: born into time of crisis, social media drivers, socially aware, community oriented, prudent with money, beyond tolerant = embracing of all. Tend to be less focused, used to getting all information in 8 second sound bites. Diversity is an expectation. Very visual learners. Gen Z “icon” is Malala. While different these are their overall challenging similarities: everyone wants respect. Where Gen X believes you must earn it, Y & Z believe it is yours to have until you lose it. Gen Y and Z are much more likely to be depressed: 4.8% in workforce compared to 1.9% of 60+ year old in workforce claim depression; 8 in 10 students express feeling overwhelmed and 45% felt things were hopeless. Translate this to the high stress workplace of public service. Gen Y and Z tend to respond poorly to criticism due to being sheltered, protected, getting 2nd and 3rd chances in life. They spend more time on the internet and have fewer real relationships which leads to feelings of increased isolation and disconnection; “less time in real life”. Many are embarrassed to seek help or recognize they need it. Gen Z is often said “to be so wedded to their cell phones as to be socially dysfunctional.”

Many cannot learn from mistakes, which is what we all make and how we all learn. Many have poor mental resilience. 2019 saw more suicides than LODD among firefighters. 73 LODD compared to 119 suicides. Now the reason for all the above: we can and will help. Mental resilience can be learned. Social support can be given. Too many people are talking about suicide, mental health, and programs but not enough are doing something. We will. We will take care of one another, of our fire family.

UNFINISHED BUSINESS:

EMS Levy – Will schedule a planning session when Tammy is available. Association applied for 1% grant from Squaxin Island Tribe to assist with campaign costs.

NEW BUSINESS: 2021 Budget meeting took place.

Chief Burbridge wishes to update the Banquet Policy to include providing a meal for family members in return for their support of their firefighter/volunteer and or paid personnel.

Commissioner Bennett **MOTIONED:** to update Banquet policy to include family members. **SECOND:** Commissioner Hirschi. Unanimous vote. **Motion passes.**

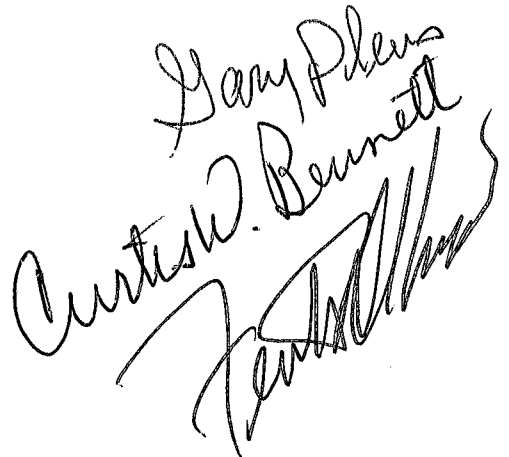
Due to the IAFF CBA, the IAFF members are entitled to “up to” \$1000 matching funds for their contributions. In the past, \$6000 had been budget to match DCP contributions.

Commissioner Bennett **MOTIONED:** to change the district DCP policy, increasing the district matching funds to 10K to match any additional contributions. **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

Commissioner Bennett **MOTIONED:** for 2% wage increase for administration. **SECOND:** Commissioner Hirschi. Unanimous vote. **Motion passes.**

A special meeting is needed to discuss levy strategy. Friday, November 6 at 5:00 p.m. works for everyone. Zoom meeting. **BOARD AGREED.**

Meeting adjourned at 1:54 p.m.
Minutes prepared by Lisa Brengan



Handwritten signatures of Gary Plews, Curtis W. Bennett, and another individual.

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

Wednesday, November 4, 2020 @ 3:00 p.m. via Zoom

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting: October 30, 2020

Collect Commissioner time sheets for October

ASSOCIATION REPORT:

IAFF REPORT:

FINANCIAL REPORT:

- Vouchers
- Quarterly Report

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- EMS Levy – strategy
- Consolidation exploration

NEW BUSINESS:

- Construction projects of interest
- 2020 Banquet

GOOD OF THE ORDER:

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

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

November 4, 2020

Chairman Hirschi called the meeting to order at 3:12 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 October 7, 2020 regular meeting

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

ASSOCIATION REPORT: Agreed to purchasing a treadmill for the District’s gym, set aside funds to assist with the EMS Levy campaign, working on Christmas families although may look different this year.

IAFF REPORT: none present

FINANCIAL REPORT: Expense accounts payables in the amount of \$26,244.34 vouchers 604004480 – 604004510, dated 10/7/20; \$102,978.61 vouchers 604004511 – 604004561, dated 10/20/20; \$24,876.81 vouchers 604004562 – 604004579, dated 11/3/20; were reviewed.

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

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

COMMUNICATIONS: none to report

CHIEF’S REPORTS:

Chief Burbridge:

- Follow-up from Budget Meeting
- PUD #3 is not adding to their HotSpot network (Re: Sta-42)
- PUD #3 working with us for connectivity at Sta-47
- Lexipol Agreement completed
- Surplus equipment, generators DES has some in state.
- Policy #2175 adding member’s family members
- EF Recovery update meeting tomorrow, org. restructure
- Assoc. addressing the Christmas Program during COVID

AC Jenkins

Mason County Fire District 4	2019	2020
Total Incidents	1172	1195
Total Fire Calls	480	408
Total EMS Calls	692	780
Total Transports	194	230
Total IFTs	5	76

Minutes – November 4, 2020

Page 2

OPERATIONS

- Personnel: No updates since Oct 30, 2020 meeting.
- Safety: Meeting end of the month.
- Vehicles: Rigs are starting to rotate through County shop for annual maintenance.
- Facilities: Working on repairs to the gym after break in. New equipment and other improvements coming soon.
- PPE, Inspections, Reports: No updates since Oct 30, 2020 meeting.
- Mental Health: No updates since Oct 30, 2020 meeting

TRAINING

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

UNFINISHED BUSINESS:

EMS Levy – Ongoing discussion, will continue to work with Tammy on plan.

Consolidation exploration – Commissioner Plews wants to put ideas in writing and will get those to Chief Burbridge – continue to keep on the agenda.

NEW BUSINESS:

Good of the Order: nothing to report

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

Jay Plews
Curtis W. Bennett
Robert D. ...

**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:

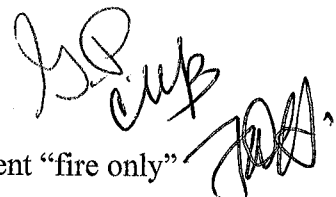
Chief Report:

- 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.



Minutes – November 18, 2020

Page 2

- 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

**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.**

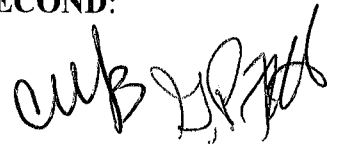
ASSOCIATION REPORT: The Association has adopted 7 families with a total of 20 children! Donations are beginning to come in. January meeting will discuss Levy.

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.

Minutes – December 2, 2020

Page 2

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

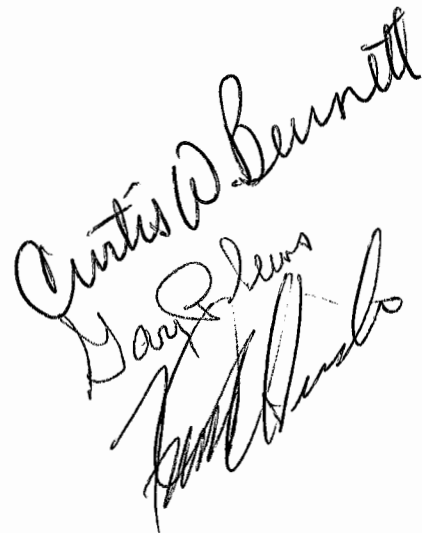
Continuing. Annual EMT training being completed by Dec 17 for all personnel. See AC section for the rest of training report.

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

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

Wednesday, December 16, 2020 @ 8:00 a.m.
via ZOOM

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting December 2, 2020

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

IAFF REPORT –

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- EMS Levy –

NEW BUSINESS:

- Construction projects of interest

GOOD OF THE ORDER:

BVFF BUSINESS

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

Wednesday, January 6, 2021 @ 3:00 p.m. via Zoom

CALL TO ORDER:

- Elect 2021 Chair & Vice Chair

PUBLIC COMMENTS:

MINUTES: Regular meeting: December 16, 2020

Collect Commissioner time sheets for December

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:

*******BVFF MEETING*******