

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

Wednesday, May 6, 2020 @ 3:00 p.m.
Via ZOOM

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting: April 15, 2020
Special Meeting(s): April 22, April 27, April 29, 2020

Collect Commissioner time sheets for April

ASSOCIATION REPORT: due to COVID19 the Association is not meeting

IAFF REPORT:

FINANCIAL REPORT:

- Vouchers (sent in advance via email)

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- Re-designing Volunteer Association
- EMS Levy – Resolution for August ballot

NEW BUSINESS:

- Policy #2720 Personnel Records – continue discussion
- Construction projects of interest

GOOD OF THE ORDER:

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes – via Zoom meetings

May 6, 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 April 15, 2020 regular meeting **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

Commissioner Bennett **MOTIONED:** to approve the minutes of the April 22, 2020 special meeting **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

Commissioner Bennett **MOTIONED:** to approve the minutes of the April 27, 2020 special meeting **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

Commissioner Bennett **MOTIONED:** to approve the minutes of the April 29, 2020 special meeting **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

ASSOCIATION REPORT: The Association is not meeting during this time of COVID19 quarantine.

IAFF REPORT: Have not had a meeting this month, no report.

FINANCIAL REPORT: Expense accounts payables in the amount of \$14,658.53 vouchers 604003999 – 604004013, dated 3/27/20; \$9,040.04 vouchers 604004014 – 604004019, dated 4/3/20; \$15,470.44 vouchers 604004020 – 604004029, dated 04/10/20; \$125,675.73 vouchers 604004030 – 604004075, dated 4/20/20; \$18,955.55 vouchers 604004076 – 604004084, dated 4/28/20; \$7,461.38 voucher 604004085 – 604004096 dated 5/1/20 were reviewed.

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

Instructions for Commissioners to send April time sheets to Lisa via email or text.

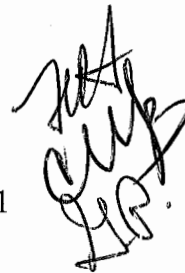
Lisa reported 43% of anticipated tax money had been received at close of April - anticipating some payments were postmarked April 30th and will not be receipted until May. Good news, tax collection is on track with years past in spite of COVID19.

COMMUNICATIONS: Lisa reported the WFCA Chelan conference had been canceled, room reservations/deposits were moved to 2021 conference dates.

CHIEF'S REPORTS:

Chief Burbridge:

- 212K tested with 15,185 positives by state
- 1175 tested with 26 positives by county. Last positive was 5/1
- County is using the state's four phase re-opening plan
- Tribe is using the federal's three phase re-opening plan
- Re-opening plan for LCCR is in the works, slight possibility of May 15th. (by federal plan that's a late opening)
- ICSO to be reimbursed from EMPG funds.
- The balance will be through public assistance for reimbursement. Awaiting PA guidance document.



AC Jenkins:

- Total incidents through May 6, 2020: 500
- Total incidents through May 6, 2019: 502
- Total EMS calls through May 6, 2020: 323
- Total EMS calls through May 6, 2019: 303
- Total transports through May 6, 2020: 110
- Total transports through May 6, 2019: 71
 - IFTs through May 6, 2020: 31
- Comparing data from Feb 1-May 6, 2020 and same dates in 2019, our overall EMS 911 call volume is down 21 calls.
- AC became Deputy Liaison Section Chief with county Area Command May 4. I will become Liaison Section Chief Monday, May 11, 2020.
- Have a ride along today. Pulled name from the part time job applications that we have received from the last recruiting. I have A shift putting him through the interview paces.

UNFINISHED BUSINESS:

Re-designing Volunteer Association – no action

EMS Levy – Taniant tasks: Working on “Operation Smiles” for this Friday -Siren & crew will visit Shadowood, Fawn Lake and Squaxin Tribal housing in a socially distant “parade”, going to use social media to hype it up.

NEW BUSINESS:

Policy #2720 Personnel Records – After review of proposed policy, discussion in past meetings and Chairman Hirschi communicating with Attorney Brian Snure, Commissioners were good with the wording of the policy. To clarify to staff, the commissioners want to look at the personnel evaluation “process” that is in place to be sure it is measurable and meaningful. The commissioners asked AC Jenkins again to see a template of the “probie book” that also has an evaluation component to it for new firefighters and a sample of one that is filled out, it’s ok to redact the personnel’s name, they want to review for content.

Commissioner Bennett **MOTIONED:** to approve Policy #2720 Personnel Records as presented by Brian Snure.
SECOND: Commissioner Plews. Unanimous vote. **Motion passes.**

Justin A. Huber
Christy W. Bennett
Liam Plews

Meeting adjourned at 3:49 p.m.
Minutes prepared by Lisa Brengan