

April 24, 2020

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SPECIAL MEETING NOTICE

The Mason County Fire District #4 Board of Commissioners will hold a special meeting on Wednesday April 29, 2020 at 10:30 a.m. (via Zoom) to prepare communication to the Local; communication plan; personnel records policy; employee performance evaluation program options, and commissioners chrome books. There is a possibility of an EXECUTIVE SESSION to consult attorney and discuss the performance of a public employee.

ZOOM meeting room: ~~596-196-1523~~

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corrected via allhands email 4/29/20 JB

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

Special Meeting

Wednesday, April 29, 2020 @ 10:30 a.m.
via ZOOM

CALL TO ORDER:

- **District Communication Plan**
- **Personnel Records Policy #2270**
- **Employee Performance Evaluation program options**
- **Commissioner Chrome Books/options**
- **(if necessary) EXECUTIVE SESSION: consult attorney to discuss performance of a public employee**

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Special Meeting Minutes

April 29, 2020

Via Zoom

Chairman Hirschi called the meeting to order at 10:30 a.m. Present: Commissioners Bennett, Hirschi and Plews. Lisa Brengan was present as minute-taker.

Chairman Hirschi had some adjustments to the agenda: Move EXECUTIVE SESSION in consideration of time for our attorney. Also, remove discussion regarding Commissioners Chrome Book options from the agenda.

Discussion took place regarding the grievance from the Local and the wording of the resignation letter and settlement agreement.

Commissioner Bennett **MOTIONED**: to accept the agreement. **SECOND**: Commissioner Plews. More discussion took place.

Chairman Hirschi called an EXECUTIVE SESSION to discuss with legal council regarding potential litigation. Chairman Hirschi stated the EXECUTIVE SESSION would go until 11:00 a.m. In the EXECUTIVE SESSION were the 3 commissioners and the attorney. At 11:06 the commissioners returned from EXECUTIVE SESSION where no decisions or actions were taken.

Returning to the **MOTION**; Unanimous vote. **Motion passes.**

District Communication Plan: Chief had emailed the proposed District communication plan to the commissioners and Administrative Staff. After review and discussion, BOARD AGREED to new communication plan.

Personnel Records Policy #2270: Chairman Hirschi tabled this discussion as he is trying to get in touch with Attorney, Brian Snure to have a discussion about it.

Employee Performance Evaluation Program Options: Chief Burbridge is trying to get ahold of Lexipoll to look at their program. Discussion – commissioners want to see raw data on employee evaluations and how they're being appraised. Evaluations need to be a priority and be completed in a timely manner. Commissioners discussed that they want to see the Captain's evaluations and a blank copy of the form used for the Firefighters. AC asked if the names could be redacted if the purpose was to evaluate the program, that was not offered as an option. Was decided Chief would bring a copy of requested evaluations to the Chair per the current policy and this discussion would continue at another meeting.

It was noted everyone is on edge due to the COVID19 and is stressed out. We have a great team and currently do not need any added stress to our day to day operations. Thanking everyone for their time & effort.

Justin Hirschi
Justin W. Bennett
Dan Plews

Meeting adjourned at 11:38 am
Minutes by: Lisa Brengan