

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

Wednesday, June 3, 2020 @ 3:00 p.m.

Via ZOOM

**CALL TO ORDER:**

**PUBLIC COMMENTS:**

**MINUTES:** Regular meeting: May 20, 2020

Collect Commissioner time sheets for May

**ASSOCIATION REPORT:** due to COVID19 the Association is not meeting

**IAFF REPORT:**

**FINANCIAL REPORT:**

- Vouchers (sent in advance via email)
- First quarter 2020 (emailed)

**COMMUNICATIONS:**

- Commissioners
- Chief/Assistant Chief
- Office Manager

**CHIEF'S REPORT:**

- Chief Burbridge
- AC Jenkins

**UNFINISHED BUSINESS:**

- Re-designing Volunteer Association - tabled
- EMS Levy
- Personnel evaluations – EXECUTIVE SESSION

**NEW BUSINESS:**

- Construction projects of interest

**GOOD OF THE ORDER:**

**MASON COUNTY FIRE PROTECTION DISTRICT NO. 4**

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

June 3, 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 May 20, 2020 regular meeting **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

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

**IAFF REPORT:** Per Captain Sliva, no report.

**FINANCIAL REPORT:** Expense accounts payables in the amount of \$29,913.16 vouchers 604004097 – 604004112, dated 5/11/20; \$4,840.48 vouchers 604004113 – 604004117, dated 5/15/20; \$12,278.22 vouchers 604004118 – 604004157, dated 05/22/20; \$60,890.71 sweep from Expense, dated 5/22/20; \$13,430.32 vouchers 604004158 – 604004174, dated 6/1/20; were reviewed.

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

Commissioners will send May time sheets to Lisa via email or text. Quarterly expense and revenue reports were discussed.

**COMMUNICATIONS:** None

**CHIEF'S REPORTS:**

**Chief Burbridge:**

- County applying for Phase 3, will go to Governor's desk on June 12
- Ready to consider pulling the ICSO position, will monitor and base the decision on any increase due to social distancing protesting.
- Capturing our personnel's time to add to Squaxin's reimbursement; all Chief & AC time, 4 hours per FF 24- hour shift, 4 hours per Captain 48-hour shift and all the ICSO position's time will be reported.
- Squaxin finance has done a great job capturing CARES Act funds.

**AC Jenkins:**

- Total incidents through June 03, 2020: 587
- Total incidents through June 03, 2019: 599
- Total EMS calls through June 03, 2020: 389
- Total EMS calls through June 03, 2019: 363
- Total transports through June 03, 2020: 140
  - IFT: 39
- Total transports through June 03, 2019: 87
- Wildland Season is here. Mobilization calendar is out. MF4 is backup June 13-19; primary June 14-20.
- Began a mentorship program for new volunteer members. FF/EMT McGhee is first mentee. He is being mentored by A shift personnel FF Wright and FF Leonard. Capt. Biehl is his assigned shift Captain. (He of course can volunteer on any shift, but these are the people he reports to.)

- Working on building an officer development program.
- Several members came in to provide manpower for A shift on 5-31 as a proactive measure for downtown protests as we are CMFE mutual aid partner.
- Wildland season has a new look this year. Requirements to be self-contained for several days on mobe. MF4 has purchased food supplies, etc. to support our mobe personnel.
- Have developed introductory training standards for new personnel and all incoming receive the same 9 training assignments upon entry into the district. (Maps, SCBA, communications, expectations, driver training, wildland refresh during this season, medical reporting standards, and “why we are here” videos.)

**UNFINISHED BUSINESS:**

**Re-designing Volunteer Association** – no action

**EMS Levy – Taniant tasks:** Greg Sypnicki joined the discussion, he is the Vice-Chair of the MC Democrats and can assist our campaign from the connections and tactics he has. Greg captured the list of voters from our last levy and we have a spreadsheet we can use to create mailers and/or a possible phone bank. We have a summer newsletter going out, a postcard, and will be celebrating Siren’s birthday on July 19 at Station 41 – it might be a drive thru event depending on what Phase we are in.

**Office Assistant:** Commissioner Plews asked this subject be on the agenda for next meeting.

**NEW BUSINESS:**

**Good of the Order:**

June 10 will mark 100 days of the COVID19 pandemic.

Chairman Hirschi called an EXECUTIVE SESSION at 4:08 p.m. to discuss the performance of a public employee; Hirschi announced the session would run for 30 minutes. In session were the commissioners and Chief Burbridge. At 4:38 p.m. Chief Burbridge exited and Chairman Hirschi announced the Commissioners would be in EXECUTIVE SESSION for 30 more minutes. At 5:15 p.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 5:16 p.m.  
Minutes prepared by Lisa Brengan

*Frank D. Hirschi*  
*Curtis W. Bennett*  
*Ram Plews*