

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

Wednesday, March 2, 2022 @ 9:00 a.m.

**In-person or Zoom**

**CALL TO ORDER:**

**PUBLIC COMMENTS:**

**MINUTES:** Regular meeting, February 16, 2022/Special Meeting, February 18, 2022

**FINANCIALS:** approval of vouchers

Commissioners turn in **February** timesheets.

**COMMUNICATIONS:**

- Commissioners
- Chief/Assistant Chief
- Office Manager

**ASSOCIATION REPORT:**

**IAFF REPORT:**

**CHIEF'S REPORT:**

- Chief Burbridge
- AC Jenkins

**UNFINISHED BUSINESS:**

- Liz Loomis
- Squaxin Tribal relations
- Strategic Plan

**NEW BUSINESS:**

- Chief's Retirement

**GOOD OF THE ORDER:**

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

Fire Commissioners Meeting Minutes – **In person or Via Zoom**

March 2, 2022

Chairman Plews called the meeting to order at 9:00 a.m. Present: Commissioners Plews, Hirschi & Bennett. Lisa Brengan was present as minute-taker.

**MINUTES:**

Commissioner Hirschi **MOTIONED:** to approve the minutes of the February 16 regular meeting, and the February 18 special meeting, as presented **SECOND:** Commissioner Bennett. Unanimous vote. **Motion passes.**

**FINANCIAL REPORT:** Expense accounts payables in the amount of \$9085.31 vouchers 604005725–6040055735, dated 2/8/22; \$118,646.07 vouchers 6040057361 – 604005779 dated 2/22/22; \$22,672.11 vouchers 604005780 – 604005794 dated 2/28/22; were reviewed.

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

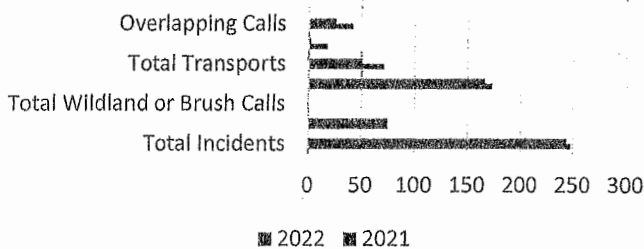
**CHIEF'S REPORTS:**

**Chief Burbridge:**

- Sunday, Feb. 27 at 1630 hrs. Alerted to a structure fire on SE Old Oly Hwy. Congratulations to B-Shift for Stopping the Fire at the Room of Origin. Cause = Dryer Fire
- WSRB final letter – most of the District is now rated a 6
- March project: DNR Grant for 2022, from HB 1168, Grant Programs is to improve the capacity, capability, and safety of rural and volunteer fire service entities that protect rural communities and play a substantial cooperative role in the suppression of wildland fires. FF Screws is in charge of wildland equipment, we will meet this Friday for unmet needs.
- First EMT (Pre-fire) hire

**AC Jenkins:**

MF4 Call Stats YTD - Current vs Previous Year



*Handwritten signatures and initials:*  
JP  
CWP  
7/21

Mason County Fire District 4	2021	2022
Total Incidents	248	244
Total Fire Calls	75	75
Total Wildland or Brush Calls	0	1
Total EMS Calls	173	166
Total Transports	71	51
Total IFTs	18	2
Overlapping Calls	42	26

**OPERATIONS**

**Safety:** Completed Safety Improvement Plan per FIIRE program. The SIP identifies two areas of concern. Carcinogens on bunker gear and musculoskeletal injuries from lift assists. Turned in grant request to LNI FIIRE program for a commercial extractor.

**Personnel:** New PTE are completing orientations and beginning shift work. New PTE EMT member hired. All shifts have staffing of 4. Able to be more active on IFT calendar this month.

**Vehicles:** \*B4 will go back to Gillis for Check Engine light.

\*A7 is finishing up at GMC for programming \*A8 is next to go in for routine maintenance.

\*B4 will go in after A8 is finished to get it ready for fire season. May have some plumbing work done on it for pump. \*E12 and E14 have leaks in the pre-connects. Those can get fixed at any time, preferable before pump testing in May. \*Tender will follow B4 \*B3 to follow Tender \*Jasmine last for Engines \*Command cars after apparatus. \*Ladder Truck is low priority due to cost in getting our main line rigs back up reliable operations.

**Facilities:** Captain Walton has engaged Bob Watson to finish exhaust system on generator.

PPE, Inspections, Reports: PPE inventory system being fine-tuned. Will be developing replacement calendar.

**Training:** Lots of great training happening.

**ASSOCIATION REPORT:** Association will be a topic of discussion in the Strategic Planning sessions.

**IAFF REPORT:** Captain Walton is the new VP for the Local and is the representative of the district.

**UNFINISHED BUSINESS:**

**Liz Loomis:** Current levy rates for 2022 are as follows: Fire .9706148, EMS .3296287. Legal limit for Fire tax is 1.50, EMS is .50. Liz Loomis Public Affairs has experience consulting with taxing jurisdictions on running levy campaigns; at our last meeting Liz met with commissioners via Zoom to introduce herself.

Commissioner Hirschi **MOTIONED:** to hire Liz Loomis Public Affairs services to consult on our next levy lid lift campaign. **SECOND:** Commissioner Bennett. **Motion passes** with Commissioner Plews abstaining from the vote.

**Squaxin Tribal Relations:** Chief Burbridge continues to work with the Tribe on the Station 44 house issues.

**Strategic Plan:** First planning session will take place following the regular meeting on March 16.

**NEW BUSINESS:**

**Chief's Retirement:** Chief Burbridge's contract states a 90-day notice; he is asking for April 30 to be his last date of employment; he donated 144 hours to the sick leave bank (144 represents 3-48 hour shifts).

Commissioner Bennett **MOTIONED:** to accept April 30, 2022, as Chief Burbridge's last day of employment. **SECOND:** Commissioner Hirschi. Unanimous vote. **Motion passes.**

Commissioners discussed searching far and wide for a new chief. Commissioner Bennett contacted WFC prior to the meeting, with the approval of the Chair, to ask for direction. Commissioner Bennett was pointed in the direction of Prothman Agency, who searches for personnel – awaiting information from Prothman to see what they offer. A **Special Meeting** was scheduled for March 8<sup>th</sup> at 9am to discuss what Prothman offers and how else the District should proceed in the interim. Captain Sliva spoke to having input from operations, it was agreed each shift would send lists to the special meeting, what they desire in a chief.

Meeting adjourned at 9:55 a.m.  
Minutes prepared by Lisa Brengan

