

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

Wednesday, January 15, 2020 @ 3:00 p.m.

Station 41

CALL TO ORDER:

PUBLIC COMMENTS:

MINUTES: Regular meeting: December 18, 2019

Collect Commissioner time sheets for December

FINANCIAL REPORT:

- vouchers

COMMUNICATIONS:

- Commissioners
- Chief/Assistant Chief
- Office Manager

ASSOCIATION REPORT:

CHIEF'S REPORT:

- Chief Burbridge
- AC Jenkins

UNFINISHED BUSINESS:

- Re-designing Volunteer Association
- EMS Levy – Taniant tasks

NEW BUSINESS:

- Construction projects of interest

GOOD OF THE ORDER:

BVFF - VOUCHERS

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes

January 15, 2020

Chairman Plews called the meeting to order at 3:00 p.m. Present: Commissioners Hirschi and Plews; Commissioner Bennett was excused. Lisa Brengan was present as minute-taker.

First meeting of the year: Commissioner Plews **MOTIONED**: to nominate Commissioner Hirschi as the 2020 Chair of the Board. **SECOND**: Commissioner Hirschi. Unanimous vote. **Motion passes.**

Chairman Hirschi began presiding over the meeting.

MINUTES:

Commissioner Hirschi **MOTIONED**: to approve the minutes of the December 18, 2019 regular meeting **SECOND**: Commissioner Plews. Unanimous vote. **Motion passes.**

FINANCIAL REPORT:

Expense accounts payables in the amount of \$29,343.65 vouchers 604003693 – 604003723, dated 1/3/20; \$20,458.68 vouchers 604003724 – 604003743, dated 1/10/20; were reviewed.

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

Collected Commissioners December time sheets.

COMMUNICATIONS: Lisa asked commissioners about their Fall 2020 conference, they stated it will be at Tulalip Casino again, Lisa will make room reservations; rooms in Chelan for June is already secured.

Meeting dates & times were discussed, the first meeting of the month is always the morning following the evening Association meeting and that is difficult for staff.

Commissioner Hirschi **MOTIONED**: to change the monthly meetings to the 1st Wednesday of each month at 3:00 p.m. and the 3rd Wednesday of each month at 8:00 a.m. **SECOND**: Commissioner Plews. Unanimous vote. **Motion passes.**

CHIEF'S REPORTS:

Chief Burbridge:

- Conducted an efficiency meeting with all shifts. Sought input and clarification of delegated work and lanes of responsibility.
- New life and buy-in with Squaxin Island DEM. Beginning inspection program with their 11 facilities. This will be wrapped into the Squaxin Island HSC for preparation and assignment of inspections.
- BOC – Request of the board to consider swapping the A.M. and P.M. meetings to allow for meeting attendance.
- Chief McKern will be retiring. Discussion with CMFE personnel regarding a more open and transparent relationship with FD #4.
- Excellent and ongoing relationship with LCCR. Tressa Smith is the casino risk manager. She has been very responsive to fire and life safety issues.
- Very positive meeting with County Public Works regarding weather issues. Arcadia and Golden Pheasant are on the critical facility list regarding plow operations. The district has contracted Five Guys for snow removal, as needed.

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- Two policy updates. Respiratory Protection Plan and Application Process. R-Plan is new, thank you Linda for her work on this. AP-Policy edit to include entry-level applicants will be processed in March and July. Next update will include Response Prevention and Efficiency Policy.
- Maintaining contact with ER Manager. IFT are progressing well, our staff is a welcome resource.
- Healthy in / Healthy out de-con equipment purchase(s) at Kamilche Station.
- U of W Students are returning this March for their Spring Break Internships. Arranging shadow visits with MGH, QRT, BLS and ALS Units. Housing will be tight; my motorhome will be made available for them plus the Kamilche House.
- Tammy Newton of Taniant: We are working on the first media release, the evolution of FD #4 volunteer based to today's model. Personnel, equipment, protocols and partnerships. She was told to stay home due to the weather conditions. She plans to attend the next BOC meeting.
- Inadvertently booked vacation and unable to attend banquet. Second miss of eighteen.
- Next meeting is the IFT review and update for the BOC.

AC Jenkins:

- Total incidents FY 2019: 1408
- Total incidents FY 2018: 1434
- Total transports FY 2019: 267
- Total transports FY 2018: 185
- Total EMS calls FY 2019: 843
- Total EMS calls FY 2018: 825
- Total Fire calls FY 2019: 565
- Total Fire calls FY 2018: 609
- See attached graphs for additional info.
- Total Interfacility Transports (IFT) FY 2019: 18.
- 1 IFT FY 2020.
- ISO (Incident Safety Officer) Class held Jan 11-12 at 4-4. 21 students; 5 from Dist 4. All students passed final exam.
- New updated Task books for new personnel.

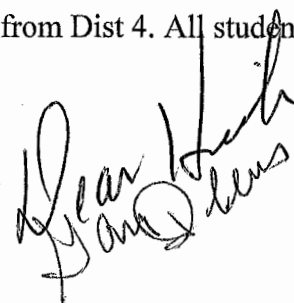
NEW BUSINESS:

Add "IAFF report" to monthly meeting agenda.

Updated commissioners on kitchen remodel project.

UNFINISHED BUSINESS:

Re-designing Volunteer Association – Ned to find someone who can go through and do bylaws, probably should hire an attorney that specializes in non-profits.



Meeting adjourned at 4:13 p.m.
Minutes prepared by Lisa Brengan