

MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes

January 18, 2017

Chairman Plews called the meeting to order at 6:03 p.m. Present: Commissioners Bennett, Hirschi & Plews. Lisa Brengan was present as minute-taker.

Chairman Hirschi called an EXECUTIVE SESSION at 6:05 p.m. to discuss the performance of a public employee; Hirschi announced the session would run until 7:00 p.m. In session were the commissioners, Office Manager Lisa Brengan, and Chief Burbridge. At 7:00 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.

MINUTES:

Commissioner Plews **MOTIONED:** to approve the minutes of the January 4, 2017 regular meeting as presented. **SECOND:** Commissioner Bennett. Unanimous vote. **Motion passes.**

COMMUNICATIONS: nothing to report

CHIEF'S REPORT:

- Media Release Series:
- Mutual aid training, pre-incident planning at the Little Creek Casino and Enterprises.
- Stair Climbing Team, fund raising and climb.
- Chaplain's partnership with fire and law enforcement (following their return from conference.)
- Day to day operations
- Explorer First-Nighter, recruitment for explorer post.
- Employee contract review.
- Addressing pay scale. Plan to meet with Nicole and create a pay schedule to match our expansion. Contract language updates with addendum A's. Will present package to BOC for review and adoption.
- Mutual BOC meeting with FD #16. Previous discussions. Available dates are 1-23/24/31 and 2-6/7/13/28. Discussion items: Mutual aid response and FD #16 status, facilities usage (wash, PT, training,) and immunization program.
- FD #16 is actively working with western districts, and is seeking a chiefs forum on Jan. 30, 1800 hrs @ 16-1. Discussion items: Purchasing, training, tactical considerations, resources, water supply, long term planning.
- Working with Jeremy (Secretary) on new Assoc. Bylaws.
- Capt. Sliva currently enjoying himself in Hawaii. Hayden Pyle has been accepted into the resident program. Hayden is certified as an EMT-B, wildland, and holds a full-time position with MCMO.
- Sta-44 has been re-floored upstairs, bathroom tile and carpet. New windows upstairs. Recommendation by contractor, new roof summer 2017. Consideration for no training on district roof's.
- Jan. 31 ends the firefighter advertisement. Schedule of tests, interviews, and processing is in the planning stage.
- Vacation thoughts.

Tender specifications are complete: Following a motion to go to bid, advertise in local media, forward specifications to our website for review. Ad in hand, recommendation to open bids at regular meeting, Feb. 15.

Bid evaluation terms to review.

BIDDER EVALUATION

The following criteria shall be applied in making a recommendation for the award of the contract.

- A. Apparatus Quality (175 points available)
- B. History of Reliability (150 points available)

(tender evaluation continued.....)

- C. Service Capabilities and distance to local authorized service shop (125 points available)
- D. Dealer Stability & Reputation (100 points available)
- E. Delivery time (100 point)
- F. Cost (75 points available)
- G. References (50 points available)
- H. Warranty Provisions (25 points available)

Estimated budget of \$290,000, to include delivery and a trip for two to inspect the tender, topic of discussion.

Commissioner Bennett **MOTIONED**: to advertise for bids for a new tender with specifications as outlined by Chief Burbridge; complete bids and bidder evaluations to be opened and possibly awarded at the February 15, 2017 Board of Commissioner regular meeting. **SECOND**: Commissioner Plews. Unanimous vote. **Motion passes**.

UNFINISHED BUSINESS:

MCFD13: Chief Burbridge is working on district boundaries.

Social Media Policy: Existing draft is an outdated Snure policy. Recommend 2016 updated policy. Listing the positions of chief and office manager as Social Media Managers.

- 1) 2-year retention schedule
- 2) Disclaimer statements to Media
- 3) Server capture of editing
- 4) Personnel awareness

Commissioner Plews **MOTIONED**: to adopt Policy #2328, Social Media Policy with recommendations.

SECOND: Commissioner Bennett. Unanimous vote. **Motion passes**.

2016 Banquet: Steve Stefanowitz has agreed to do the entertainment; Chief Burbridge has ordered the member gifts.

NEW BUSINESS:

Nature of FF Association: Will continue to discuss at future meetings.

GOOD OF THE ORDER: nothing to report

Meeting adjourned at 8:15 p.m.
Minutes prepared by: Lisa Brengan