

## MASON COUNTY FIRE PROTECTION DISTRICT NO. 4

Fire Commissioners Meeting Minutes

February 15, 2017

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

**Exit Conference – Office of the Washington State Auditor:** Accountability audit for 2013, 2014, and 2015 is complete. The Audit Lead, Assistant Audit Manager and Audit Manager presented the audit results to the Commissioners. The following areas were reviewed: Financial Condition, Payroll, Surplus, Fuel Cards and Procurement. “In the areas audited, District operations complied with applicable requirements and provided adequate safeguarding of public resources. The District also complied with state laws and regulations and its own policies and procedures in the area we examined.” Our next audit is scheduled for December 2019.

### MINUTES:

Commissioner Plews **MOTIONED:** to approve the minutes of the February 1, 2017 regular meeting as presented. **SECOND:** Commissioner Hirschi. Unanimous vote. **Motion passes.**

**COMMUNICATIONS:** Received a check from VFIS for engine repair, BC Biehl is checking with Hughes Fire to see if that is sufficient before accepting the claim amount. Chief Burbridge received a decline from DNR grant, requesting a wildland pump.

**CHIEF’S REPORT:** Will be attending NFA and taking some vacation days in the upcoming weeks.

### UNFINISHED BUSINESS:

**Station 41 HVAC/renovation:** The job will be under 10K and will not require we go to bid. Chief Burbridge looking for authority to enter into an agreement to get the HVAC/renovation complete.

Commissioner Plews **MOTIONED:** to give Chief Burbridge authorization to enter into a services agreement under 10K. **SECOND:** Commissioner Bennett. Unanimous vote. **Motion passes.**

**Pay Scales:** Chief Burbridge handed out the proposed pay scales for operational staffing. Commissioners requested longevity be added to the scale for future review.

### NEW BUSINESS:

**Sealed bid opening/Tender:** Bids for a new Tender were received from True North and Hughes Fire/Pierce by the published February 1, 2017, 4:00 p.m. deadline. Bids were opened; True North submitted 3 proposals, and Pierce submitted 1 proposal. The bids were evaluated by the Commissioners, BC Biehl and Chief Burbridge using the “bidder evaluation” form. Following thorough evaluations, True North’s proposal #1 and #2 were dismissed for not meeting the specs. True North bid: \$333,493.00 with no foam unit and no service location within 75 specified miles. Hughes Fire/Pierce bid: \$278,922.00 not including tax, meeting all bid specs. Chief Burbridge recommended accepting the Hughes Fire/Pierce bid.

Commissioner Bennett **MOTIONED:** to accept the Hughes Fire/Pierce bid of \$278,922.00 not including tax. **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

Commissioner Bennett **MOTIONED:** to authorize Chief Burbridge to enter into a contract with Hughes Fire/Pierce to acquire the proposed Tender based on the accepted proposal. **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

Meeting adjourned at 8:04 p.m.  
Minutes prepared by: Lisa Brengan