

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

Fire Commissioners Meeting Minutes

September 7, 2017

Chairman Hirschi called the meeting to order at 7:10 a.m. Present: Commissioners Hirschi, Bennett & Plews. Lisa Brengan was present as minute-taker.

**MINUTES:** Commissioner Bennett **MOTIONED:** to approve the minutes of the August 16, 2017 regular meeting as presented. **SECOND:** Commissioner Hirschi. Unanimous vote. **Motion passes.**

**FINANCIAL REPORT:** Expense accounts payables in the amount of \$81,024.67 vouchers 604001375 – 604001423, dated 8/24/17; \$23,850.82 vouchers 604001424 - 604001438, dated 8/30/17; were reviewed.

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

Collected Commissioners August time sheets.

**COMMUNICATIONS:** Wrapped up details of the October WFOA conference, banquet reservations have been made, no one is attending the pre-conference day. Lisa read a thank-you note from the Kamilche Point residents who used St 44 for their community garage sale.

**ASSOCIATION REPORT:** Highway clean-up will happen on the 23<sup>rd</sup>, meet at Station 44 at 9:00 am. The next scheduled “family night” will be the Christmas party.

### **CHIEF’S REPORT:**

Acting Training Officer – Erik McAuley:

- Establishing a new records system for each member. RMS is a good tool and will create redundancies, though the new manual, we are moving towards a taskbook approach. Creates a tactile motivation for members.
- Four members attending Fire Officer 1 class, last week September.
- Four members attending Haz Mat Ops currently.
- IMS / ITAC training beginning October. FTE enrollment.

Operations

- Currently at 895 incidents, (2010 total incidents)
- 2.6 average personnel / incident
- Vehicles are rotating through servicing
- New engines have computers, enough said?
- Electronics, supplies, special needs have been delegated to personnel
- 31 transports to date, lower than planned. Staffing numbers are the #1 reason.
- Landing zones updated. A crew is establishing 4 to 5 static landing zones. Thank you to Chief Bakken, brought forward an after action report illustrating a communication breakdown.
- All personnel and equipment are in district.

Admin

- PTE job posting about to expire. Will be interviewing shortly.
- Station 46 Master Plan, budget item for 2018. (9/29 deadline)
- No movement between FD 9 and 16. FD 9 board to meet for vision check
- Shadow Valley is a non-issue legally, to move forward.

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- Discussion with Chief Sexton regarding a SUV need. Recommend surplus of the Durango C6, to FD #18. It has been in and out of the shop and has been taken out of service. (supporting documentation provided on value, etc)
- Request in to PERC for training/speaker, invitation to Captain Sliva accepted.

Commissioner Bennett **MOTIONED**: to surplus C6, the 2005 Dodge Durango, to Mason County Fire District #18 as it has been taken out of service. **SECOND**: Commissioner Plews. Unanimous vote. **Motion passes**.

Regarding working with PERC as the FTE's join the union, the BOARD AGREED the Chairman would work with the Chief on the particulars as we move forward. Chief has requested an admin training day from PERC.

### **UNFINISHED BUSINESS:**

**Station 41:** Awaiting permit from Mason County; it was submitted on July 21<sup>st</sup>. Still waiting.....

**Strategic plan/2018 Budget Workshop:** The board recognizes the need for Chief to have an Assistant Chief and asked him to add an AC into the 2018 budget model.

Board decided on October 4<sup>th</sup> for our budget workshop; Lisa will check with Hotel RL to see if the Peninsula Room is available all day for us, if not, October 3<sup>rd</sup> would be the second date choice.

**Enduris:** still awaiting a quote, will continue with VFIS for 2017-2018 as the new policy begins 9/1/2017.

### **NEW BUSINESS:**

**Construction projects of interest:** none to report.

**GOOD OF THE ORDER:** Board chair signed a BVFF retirement form for Janet Kron, former member.

Chairman Hirschi called an EXECUTIVE SESSION at 10:30 a.m. to discuss the performance of a public employee; Hirschi announced the session would run until 11:00 a.m. In session were the commissioners, and Chief Burbridge. At 11:01 a.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 11:01 a.m.  
Minutes prepared by: Lisa Brengan