

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

Fire Commissioners Meeting Minutes

January 18, 2018

Chairman Bennett called the meeting to order at 3:00 p.m. Present: Commissioners Bennett, Plews & Hirschi.

### **MINUTES:**

Commissioner Hirschi **MOTIONED:** to approve the minutes of the January 3, 2018 regular meeting as presented. **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

### **COMMUNICATIONS:**

Chief Burbridge requested we collaborate on a good day for PERC training and get it scheduled soon; January 25 or February 1 are the decided-on target dates, Lisa will confirm a date with the PERC trainer and notify everyone.

### **AC Jenkins:**

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- Stopping by station 46 every day at work to check in on shifts
- Total incidents 2018 – 51, further subdivided by major incident type (emailed to commissioners)
- Total transports Month to date 10, (emailed to commissioners)
- The firefighter on light duty has been cleared to return to full duty by his surgeon
- House problems continue at Station 44. Replaced Sump Pump 1 ½ weeks ago. Purchased oil heater for sleeping quarters upstairs. Mold in basement room. Capital Sheet Metal to come out. Olympic Heating and Cooling turned in bid.
- Received call about reader board donation request from Susanna Samuelson at OCCU. Request more information about new board – advertising OCCU on it, purpose, etc.
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### **UNFINISHED BUSINESS:**

**Strat plan:** Commissioner Hirschi believes we need to re-work our current Strategic Plan and plan a work session day. Chairman Bennett requested “Strategic Plan” continue to be on the meeting agendas.

**Grant Writer:** Lisa contacted Michelle and reported her findings to the board. Commissioners and staff need to come up with a wish list; email your wish list items to Lisa as you think of them, a master list will be compiled. Some items to begin the list: Residence at 46 & 44; Ambulance; Gas meter; Remodel.

**Chief’s evaluation:** will complete when Chief returns from vacation.

### **NEW BUSINESS:**

**GEMT:** The deadline to participate is January 31<sup>st</sup>. Lisa has the “Annual Provider Participation Agreements” filled out for 2016-2019 as required; there is a “cost report” due to the State by March 31<sup>st</sup>. Through our transport billing company, Systems Design, we can contract with CPG to validate our “cost report”. Lisa recommends we sign the supplemental contract with Systems Design to have CPG prepare a fiscal impact study to identify costs and conduct analysis of billing data to include ongoing audit support for Fire 4 as we move forward with the GEMT program. Lisa also recommends delegating signing authority to her to expedite the process.

Commissioner Hirschi **MOTIONED:** to delegate authority to sign GEMT and CPG related documents to Lisa Brengan, Office Manager. **SECOND:** Commissioner Plews. Unanimous vote. **Motion passes.**

**IAFF:** Commissioner Hirschi and Chief Burbridge met with IAFF reps for lunch – the end of February is the target date to have a complete contract. Commissioner Hirschi will be attending meetings/negotiations and will be putting those meetings on his time sheet. **BOARD AGREED**

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**GOOD OF THE ORDER:** Due to upcoming commissioner & staff scheduling, the February 21 board meeting was moved to Wednesday, February 28 at 3:00 p.m. at Station 41.

Commissioner Plews will be gone 5 days during the Christmas holiday to visit family.

Lisa re-capped the City of Shelton candidate forum that was held last week for the 4 newly opened council seats. Commissioner Plews turned in a donation application to OCCU for money for the reader board.

Meeting adjourned at 4:20 p.m.  
Minutes prepared by: Lisa Brengan