

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

Wednesday, June 2, 2021 @ 3:00 p.m.

**In person or via ZOOM**

**CALL TO ORDER:**

**NEW BUSINESS:**

**PUBLIC COMMENTS:**

**MINUTES:** Regular meeting May 18, 2021 and Special Meeting May 26, 2021

**FINANCIAL REPORT:**

- Vouchers

**COMMUNICATIONS:**

- Commissioners
- Chief/Assistant Chief
- Office Manager

**ASSOCIATION REPORT: :** (FIRST OF MONTH ONLY)

**IAFF REPORT:** (FIRST OF MONTH ONLY)

**CHIEF'S REPORT:**

- Chief Burbridge
- AC Jenkins

**UNFINISHED BUSINESS:**

- Squaxin business

**GOOD OF THE ORDER:**

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

Fire Commissioners Meeting Minutes – **In-person**

June 2, 2021

Commissioner Hirschi called the meeting to order at 3:02 p.m. Present: Commissioners Hirschi and Plews; Chairman Bennett was excused. Lisa Brengan was present as minute-taker.

**PUBLIC COMMENTS:** Commissioner Plews thanked Chief Burbridge for checking in on him and to the MCFD4 crew for taking good care of family on a call.

**MINUTES:**

Commissioner Plews **MOTIONED:** to approve the minutes of the May 18 regular meeting and the May 26, 2021 special meeting **SECOND:** Commissioner Hirschi. Unanimous vote. **Motion passes.**

**ASSOCIATION:** June meeting was postponed until July.

**IAFF REPORT:** FF Leonard had no report.

**FINANCIAL REPORT:** Expense accounts payables in the amount of \$26,453.03 vouchers 604005038 – 604005067, dated 5/12/21; \$110,612.17 vouchers 604005068 – 604005110, dated 5/18/21; \$12,567.03 vouchers 604005111 – 604005126, dated 6/1/21; were reviewed.

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

**COMMUNICATIONS:** None to report.



**CHIEF'S REPORTS:**

**Chief Burbridge:**

- Lexipol policy work group continues at a good pace. Future discussions on integrating existing policies that are specific to the district. Procedure manual will cover most of the day-to-day policy/guideline issues.
- June 3, Bereavement leave. June 8 to 18 vacation with the exception of June 12, piloting Griffin crews during live fire.
- Fleet maintenance: Continuing to wait for Olympia city manager approval
- Office Assistant announcement has been pushed out on social media. Several shares.
- Open captain position: Currently seeking recommendations. Announcement and Job description to follow.
- NW Blood Bank sends their appreciation for the reader board, they had many responses for their Drive(s)
- Change of responsibilities: Safety and Health: AC Jenkins, Vehicles: Capt. Sliva, Facilities: Capt. Walton, Open position, Pre-incident planning / Inspections. Appreciation to our fire officers who are making immediate and positive changes.
- Explorer Post: OCCU has committed to fund the needs of the post. I'll be meeting with Det. Drogmund soon. The conversation has begun to remove Fire from the Public Safety Explorer Program.

**AC Jenkins:**

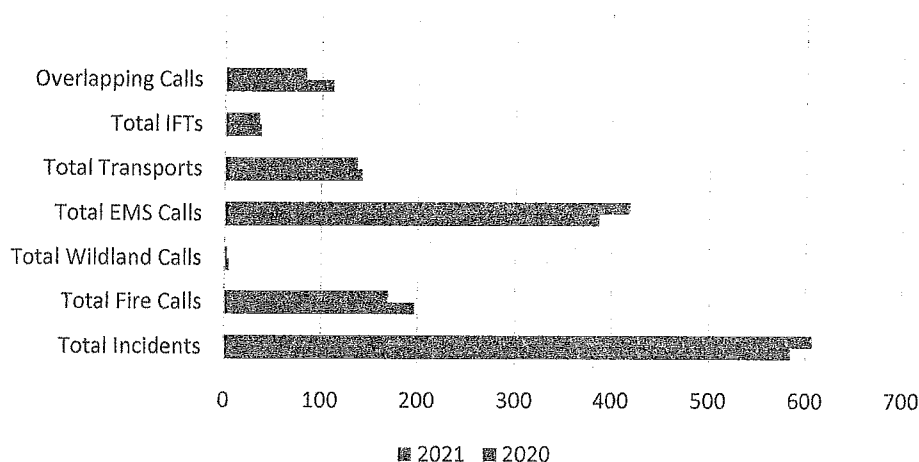
**Report:**

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Mason County Fire District 4	2020	2021
Total Incidents	584	607
Total Fire Calls	197	170
Total Wildland Calls	5	3
Total EMS Calls	387	419
Total Transports	142	137
Total IFTs	38	36
Overlapping Calls	112	84

*Handwritten signature: Gary S. [unclear]*

**MF4 Call Stats YTD - Current vs Previous Year**



**OPERATIONS -**

- **Personnel:** Currently have two open positions. Updating part-time job posting on website to a “permanent” job posting. Have received two applications without advertising and ride alongs are scheduled today and Sunday.
- **Safety:** Switch from Safety Committee format to Safety Meeting format. Safety meetings are scheduled for 2<sup>nd</sup> Thursday every month, Station 44 Blue room. All are welcome. Will be implementing a “safety comments box” of sorts. Details and needs being addressed currently. Safety will include mental, physical fitness, and facility safety issues.
- **Facilities:** Outdoor lights at 44 & 46 being replaced Monday, June 7. Purchased zero turn mower. Facility safety checklists will be reworked, digitized, forwarded to safety monthly.
- **PPE, Inspections, Reports:** PPE annual inspection documentation forms being created along with a monthly checklist. Will become digitized. Reports will be turned into safety.
- **Training:** Live burn scheduled for June 12. Joint training drill with MCFD11. AC Jenkins IC, Chief Searles Safety, Chief Heinrich and FF Carpenter Fire Attack instructors, Captain Sliva Search and Rescue Instructor, Captain Walton Forcible Entry Instructor, and FF Leonard Ladders Instructor. EMT C Screws will be running Rehab.
- **Vehicles:** All vehicle data being uploaded into ERS to include daily checklists, current vehicle statuses, and maintenance requests. A monthly report will also be turned into safety.

**UNFINISHED BUSINESS:** none

**NEW BUSINESS:** none

**Construction projects of interest:** none mentioned

**Good of the Order:** nothing to report

Meeting adjourned at 3:30 p.m.  
Minutes prepared by Lisa Brengan