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

Fire Commissioners Meeting Minutes

August 7, 2019

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

**MINUTES:** Commissioner Hirschi **MOTIONED**: to approve the minutes of the July 17, 2019 regular meeting as presented. **SECOND**: Commissioner Plews. Unanimous vote. **Motion passes.**

**COMMUNICATIONS:**

WFCA Fall conference discussion.

Commissioners Hirschi and Plews presented their time sheets.

**ASSOCIATION REPORT:**

* E-49 sold to Brandon Furrer for $1200.00
* Numerous address marker orders have come in
* Assoc. President added to Assoc. Committee. A Special Commissioner’s Meeting will be held August 27, 2019 6:00 p.m. at Arcadia Station for Assoc. Committee business.
* Captain Sliva discussed the strong possibility of a Squaxin LCCR Golf Tournament to raise funds for PPE.(Second pair of bunkers, “Healthy In and Healthy Out.”

**CHIEF’S REPORTS:**

**Chief Burbridge:**

* Records request near completion. Several labor hours to complete.
* Squaxin Island Tribal CERT class involvement with operations pending discussion
* NMRFA best practices, Chief Bakken on vacation, has accepted invitation
* Fire/EMS and Coroner’s Office efficiencies.
* County Fire Marshal proposal
* Mobilization to date
* Truck logo, pending smudging/blessing, will be announced
* Career Fair, Squaxin
* Suicide Prevention / Community Fair
* Capt. Sliva Chair of Golf Tourney Committee
* WOST work and presentation letter
* Vacation slated for November 6-22
* Discussion and Date items:
	+ Sensing session with all personnel
	+ Update Strat Plan with all personnel, district all hands meeting
	+ Budget Workshop
	+ Tammy Newton proposal
	+ Assoc. Committee

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**AC Jenkins:**

* Total incidents through August 7, 2019: 821
* Total incidents through August 7, 2018: 830
* Total EMS calls through August 7, 2019: 489
* Total EMS calls through August 7, 2018: 502
* Total transports through August 7, 2019: 111
* Total transports through August 7, 2018: 111
* First quarterly evaluations of new full-time employees is now in progress
* Training plan for Truck 44:
	+ AC Creekmore from DuPont agreed to come in September and give an introduction/lesson to the ladder part of the truck
	+ Next two months of training is EVIP training everyone on E10 and the start of pumps training on E10.
	+ Working on a pumps task book to ensure everyone trained on E10 before working on T44.
	+ Will be having an officers meeting in September to discuss T44 training and T44 uses. Looking at 300 hours minimum overall including using E10.

**UNFINISHED BUSINESS:**

**Re-designing Volunteer/Report from Committee –** Next meeting as noted above.

**Open House Review**: Discussion on the success of the Open House. Consensus to regularly hold this type and style of event.

**Payroll discussion**: Discussion of personnel labor time and BIAS vs. 3rd party assistance. Tabled.

**Volunteer Committee:** Tabled

**NEW BUSINESS:**

Strategic Planning discussion: Lively discussion ensued.

Following discussion of Strategic Plan Review, Sensing Session with all personnel, Budget Workshop, Campaign proposal, and Assoc. Committee update, timelines were agreed upon.

* Chief Burbridge will present a draft 2020 Budget at next BOC Meeting.
* Membership roster will be presented at the next meeting to assign personnel to admin to begin sensing sessions.
* Next meeting will set a Strategic Planning session date.
* Next meeting will set a Budget Workshop date. (Possibly October 2nd regular meeting vs. offsite)
* Next meeting will review Campaign proposals.

**GOOD OF THE ORDER:** To date, fires have remained under control.

Meeting adjourned at 4:17 p.m.

Minutes prepared by: Bob Burbridge