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

Fire Commissioners Meeting Minutes

February 28, 2018

Chairman Bennett called the meeting to order at 3:15 p.m. Present: Commissioners Bennett, Plews & Hirschi.

**MINUTES:**

Commissioner Hirschi **MOTIONED**: to approve the minutes of the February 7, 2018 regular meeting as presented. **SECOND**: Commissioner Plews. Unanimous vote. **Motion passes.**

**COMMUNICATIONS:**

Chief Burbridge shared goodies he received from the Squaxin youth for the fire district’s participation in their Christmas parade. Lisa spoke with commissioners regarding their Chelan conference, there are no reservations made at Campbells, strategy was discussed. Lisa received word from volunteer Sean Parker that he is resigning as a volunteer, too many life-obligations. Lisa reported that staff has found DRS discrepancies, she will be working with DRS to get this corrected.

**Chief’s Reports:**

Chief Burbridge:

* Pepsi machine project in Assoc. hands
* November 10, 2018 EMS stand by requested for the NW Bodybuilding Championships at LCCR.
* August 25-26, 2018 National Horseman’s Assoc. to conduct a two day horse riding course around the Kennedy Creek hatchery area. Working with Green Diamond and Eileen Reilch to create a fire/EMS plan.
* Currently advertising for four PTE positions. Two to fill open position, and two to address wildland suppression.
* Several days conducting exit pathways/discharge to areas, and change of use areas of the casino. The casino has been very forthcoming with future plans, and seeks the advice of the fire district.
* Two static meeting with LCCR staff. Security/TGA/Fire monthly meeting, and LCCR Safety Committee meetings, monthly. We will be working with security staff on conducting a round robin training day that can address the maximum amount of staff. Fire extinguishers, CPR/AED, tourniquet use, seizure control are topics of requested training.
* PUD Privilege Tax information sought. Approached by Mason Co. Commissioner
* GEMT – We are enrolled, have had a phone conference. Generating data for a cost point analysis. This should be completed within two weeks.
* No additional movement on the PTSD draft policy, awaiting BOC thoughts.
* Clarification on Capt. Sliva pay rate. Captain versus Acting BC – Commissioners asked Chief Burbridge to respond to Capt. Sliva in writing; Commissioners had no recollection of approving BC pay and it was not their intent to create another BC position. **BOARD AGREED**.
* Minutes 3/15/17 adopted current rates of pay. Minutes 4/18/17 within Chiefs Report *Pay Scale: Recommend adding back 10% premium pay for PTE in OIC role. This was inadvertently left out when the board agreed.* No motion followed.
* Policy update to Minimum Standards, Volunteer Adult.

Commissioner Plews **MOTIONED**: to change Policy number 2246 Minimum Standards for Volunteer; 7-A requiring resident firefighters engagement from 50% to 10% of monthly incidents. **SECOND**: Commissioner Plews. Unanimous vote. **Motion passes**.

* IAFF – First Meeting tomorrow, roles.

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**UNFINISHED BUSINESS:**

**IAFF Moving forward:** Chief Burbridge and Commissioner Hirschi are participating in the first negotiations meeting tomorrow, 3/1/18.

**Strat Plan**: workshop scheduled for March 27, 8-12

**Grant Writer:**  Meeting with Michelle tomorrow, 3/1/18

**Chief’s evaluation:** Chief Burbridge has a copy draft evaluation for his review & comment, further discussion at March 21 meeting.

**NEW BUSINESS:**

**Brush truck:** Brush Truck – Capital budget line item $60,000. Preliminary presentation in power point. Chief Burbridge recommend moving forward with formal presentation to fabricate the next vehicle in-house.

Board looking forward to a formal presentation on proposal to purchase a brush truck.

**GOOD OF THE ORDER:**  After reviewing conflicting schedules for upcoming board meetings; it was discussed that the first meeting of the month would better suit everyone with an 8:00 a.m. start time.

Commissioner Hirschi **MOTIONED**: to change the first Board of Commissioner meeting from 7:00 a.m. to 8:00 a.m. on the first Wednesday of each month. **SECOND**: Commissioner Plews. Unanimous vote. **Motion passes.**

Meeting adjourned at 5:23 p.m.

Minutes prepared by: Lisa Brengan